

**City Of Alpine**  
**REGULAR CITY COUNCIL MEETING**  
**Tuesday, August 5, 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 Richard Portillo  
Councilor Eva Martinez  
Councilor Robert Rückes  
Councilor Lucy Escovedo  
Councilor Rick Stephens

**City Staff and Stakeholders Present:**

Geoffrey R. Calderon, City Secretary &  
Interim City Secretary  
Cynthia Trevino, City Attorney  
Felipe Fierro Jr, Police Captain  
Abel Hinojos, Airport Supervisor  
Jessica Isley, Building Official  
Randy Guzman, Gas Utility Director  
Carmen Rodriguez, Cust. Serv Clerk III  
Honorable Judge Elizabeth Lewis  
Alexandra Tackett, Deputy City Secretary

**Not Present:** None

**Others Present:** 8 other attendees.

*Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and Deputy City Secretary, Alexandra Tackett, reported that the meeting agenda was posted by 2:00 P.M. on July 30, 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.*

The City received written opposition to Ordinance 2025-08-01 from Martha Villareal, Ward 4.

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 (5:32 P.M.)**

- A. Public Hearing to obtain citizen views and comments regarding the first reading of Ordinance 2025-08-01, an ordinance approving Rezone Application 2025-08-01; Amending the official zoning map of the city by rezoning the property located at 601 S. Walker and legally described as Lots No. Three (3), Four (4), and Five (5), Block Forty-Nine (49), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas, as the same appears in the Plat Records of Brewster County, Texas; Rezoning the subject property from R-4 Mixed-Residential District to C-0 Office Services District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

**Public Comments:** None.

- B. Public Hearing to obtain citizen views and comments regarding Variance 2025-08-01, a variance application that would allow the applicants, Alvaro Martinez and Elizabeth Martinez, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the city's code. The non-conforming subject in question was established prior to adoption of the city's code and setback requirements. The subject property is located at 502 S. 5th Street and is legally described as Block 1, Lots 1-4, Ferguson Addition to the City of Alpine, Brewster County, Texas. The property owner of record is Jaquez Alberto Dec'd C/O Alvaro Martinez. The Property ID of the subject property is 10377. The current zoning classification of the property is R-3 Apartment District. If the variance is approved the zoning classification of the subject property will be R-3 Apartment District.

**Public Comments:** Kara Coats, Ward 4, addressed the City Council regarding Action Item B.

- C. Public Hearing to obtain citizen views and comments regarding Replat 2025-08-01, a replat application to allow the applicants, Michael & Lynn McCarson, to reflect the updated ownership of a recently purchased portion of public property. The subject property is located at or about the corner of West Brown Street and 16th Street. The subject property is legally described as a replat Block 1 to 6, Colima Addition to the City of Alpine, Subdivision Plat on file in Envelope 67, Plat Records of Brewster County Texas. The record property owner is Michael Freeman McCarson & Elizabeth Lynn McCarson. The Parcel Identification Numbers of the subject properties are 10309, 10310, 10311, 10312, 10313, and 10314. The current zoning classification of the property is R-2 Two Family District. If the replat is approved the zoning classification of the subject property will remain R-2 Two Family District.

**Public Comments:** None.

- D. 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.

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

4. **PUBLIC PRESENTATIONS.**

A. Presentations & Recognitions

- i) Swearing In of Alexandra Tackett as Deputy City Secretary by the Honorable Judge Elizabeth Lewis.

B. Proclamations

- i) Proclamation of 811 Day on August 5, 2025.

C. Community Interest Items

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

*Mayor Eaves called for a short recess (5:45 P.M.)*

*The meeting resumed (6:00 P.M.)*

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.

*No items 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.

*Interim City Manager, Geoffrey R. Calderon, requested that Action Item I, regarding the Public Safety Answering Point Agreement with the Rio Grande Council of governments, be considered during the time-sensitive item portion of the agenda.*

6. **TIME SENSITIVE ITEMS.**

**ACTION ITEM I.** Approval of the Fiscal Year 2026-2027 Public Safety Answering Point Agreement between the City of Alpine and the Rio Grande Council of Governments. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-03:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

7. **CONSENT AGENDA.**

- A. Approval of the July 8, 2025 Special Meeting Minutes. (G. Calderon, Interim City Manager)
- B. Approval of the July 15, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)
- C. Approval of the appointment of Joseph Torres to the Place 7 position on the Parks & Recreation Board. (R. Portillo, City Council)
- D. Approval of the June 2025 invoice for Bojorquez Law Firm Services. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-04:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

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

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. Tourism update by Director of Tourism, Chris Ruggia. (G. Calderon, Interim City Manager)
- B. Presentation of the Airport Layout Plan presented by KSA Engineers. (G. Calderon, Interim City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discussion regarding potential updates to Chapter 23 - City Council; specifically the agenda posting deadlines and other requirements outlined in the Rules of Procedure ordinance. (G. Calderon, Interim City Manager)
- B. Discussion Item for council to outline the plan for interviews with the Department Heads and the Interim City Manager, as well as the Council of the City Manager candidates now that the position has closed and we have several candidates to consider to see if they meet our expectations. (C. Eaves, Mayor)
- C. Discussion regarding updating the speed limit on Gallego Avenue from 20 miles per hour to 30 miles per hour between South 5th Street and South 1st Street. (L. Escovedo, City Council)
- D. Discuss concerns with customers receiving blank or zero balance water bills, bill due dates, and past due notices regarding Utility Billing. (L. Escovedo, City Council)
- E. Discussion regarding the adopted Employee Policy Handbook, the previous version of the handbook, incentive pay, and options to update the handbook. (L. Escovedo, City Council)
- F. Discuss the proposed 2025-2029 Capital Improvement Plan ahead of official consideration on August 19th. (G. Calderon, Interim City Manager)

*Mayor Eaves called for a short recess (7:33 P.M.)*

*Meeting resumed (7:38 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 first reading of Ordinance 2025-08-01, an ordinance approving Rezone Application 2025-08-01; Amending the official zoning map of the City by rezoning the property located at 601 S. Walker and legally described as Lots No. Three (3), Four (4), and Five (5), Block Forty-Nine (49), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas, as the same appears in the Plat Records of Brewster County, Texas; Rezoning the subject property from R-4 Mixed Residential District (Formerly R-4 Mobile Home District) to C-0 Office Services District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-05:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve, discussion ensued.

**RESOLUTION 2025-08-05A:** Councilor Rick Stephens moved to amend the original motion to include the findings of facts included in the city council packet:

**1. Substantial Public Purpose:** The Council finds that the proposed rezoning to C-0 Office Services District serves a substantial public purpose by promoting small-scale economic development along a major arterial roadway (S. Walker) and aligning with long-term objectives to commercialize gateway corridors into the City.

**2. Lack of Substantial Detriment:** The Council finds that the proposed use as a low- impact art studio and rental office will not materially disrupt surrounding residential properties and is consistent with the mixed-use character increasingly observed along S. Walker.

**3. Unsuitability of Current Zoning:** The Council finds that the R-4 Mixed Residential District designation is unsuitable for the subject property due to its proximity to a state highway.

**4. Relationship to Public Welfare:** The Council finds that rezoning the property bears a substantial relationship to the public welfare by enabling productive use of a long- underutilized parcel in a manner that supports cultural and commercial activity without imposing undue burden on infrastructure or neighborhood character.

**5. Limitation of Precedent:** The Council further finds that approval of this rezoning request is based on specific, narrowly tailored findings and does not establish a general precedent for approving non-contiguous zoning in the absence of substantial justification.

Councilor Richard Portillo seconded the motion, and the City Council unanimously adopted the amendment. The City Council subsequently adopted the original motion as amended.

- 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 2025-08-06:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- C. Approve Resolution 2025-08-01, a resolution approving the Total Administrative Services Corporation Health Reimbursement Arrangement employee benefit for Fiscal Year 2025-2026. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-07:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- D. Approve Resolution 2025-08-02, a resolution designating authorized signatories for the utility payment clearing account at West Texas National Bank and affirming the city's check signing policy (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-08:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

- E. Approve Airport Layout Plan presented by KSA. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-09:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

- F. Approve award of a contract to Big Bend Telephone responsive to Request for Proposals 2025-06-01, a request for proposals for VOIP Telephone and Internet Network Management. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-10:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

- G. Approve Variance 2025-08-01, a variance application that would allow the applicants, Alvaro Martinez and Elizabeth Martinez, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the city's code. The non-conforming subject in question was established prior to adoption of the city's code and setback requirements. The subject property is located at 502 S. 5th Street and is legally described as Block 1, Lots 1-4, Ferguson Addition to the City of Alpine, Brewster County, Texas. The property owner of record is Jaquez Alberto Dec'd C/O Alvaro Martinez. The Property ID of the subject property is 10377. The current zoning classification of the property is R-3 Apartment District. If the variance is approved the zoning classification of the subject property will be R-3 Apartment District. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-11:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rücker to approve, discussion ensued.

**RESOLUTION 2025-08-12:** Councilor Rick Stephens moved to amend the original motion to include the official setbacks included in the City Council packet which include relaxing the 25 foot front yard setback to 11 feet from the southern corner to the northern corner of the existing accessory structure. Councilor Richard Portillo seconded the motion to approve the amendment on Variance 2025-08-01 and the City Council unanimously adopted the amendment. The City Council subsequently adopted the original motion as amended.

- H. Approve Replat 2025-08-01, a replat application to allow the applicants, Michael & Lynn McCarson, to reflect the updated ownership of a recently purchased portion of public property. The subject property is located at or about the corner of West Brown Street and 16th Street. The subject property is legally described as a replat Block 1 to 6, Colima Addition to the City of Alpine, Subdivision Plat on file in Envelope 67, Plat Records of Brewster County Texas. The record property owner is Michael Freeman McCarson & Elizabeth Lynn McCarson. The Parcel Identification Numbers of the subject properties are 10309, 10310, 10311, 10312, 10313, and 10314. The current zoning classification of the property is R-2 Two Family District. If the replat is approved the zoning classification of the subject property will remain R-2 Two Family District. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-13:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

- I. Approval of the Fiscal Year 2026-2027 Public Safety Answering Point Agreement between the City of Alpine and the Rio Grande Council of Governments. (G. Calderon, Interim City Manager)

*Action Item I was considered during the Time-Sensitive Items portion of the agenda and approved.*

J. Approval of the Airport, Animal Services, and Customer Service Job Descriptions:

- Airport Supervisor
- Airport Maintenance Technician
- Animal Services Kennel Worker
- Animal Services Officer I
- Animal Services Officer II
- Animal Services Officer III
- Animal Services Shelter Worker
- Animal Services Supervisor
- Customer Service Clerk I
- Customer Service Clerk II
- Customer Service Clerk III
- Customer Service Clerk Supervisor

(G. Calderon, Interim City Manager)

**RESOLUTION 2025-08-14:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

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**

- B. **City Manager Report:** 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 2025-08-15:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to recess into executive session, the City Council unanimously adopted the motion. **(8:21 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. **Personnel Matters § 551.074, Texas Government Code.**

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 2025-08-16:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to move into regular session, the City Council unanimously adopted the motion. **(8:59 P.M.)**

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

**RESOLUTION 2025-08-17:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to take no action after executive session, the City Council unanimously adopted the motion.

16. **ADJOURN.**

*There being no further business, the meeting was adjourned by Mayor Eaves. (8:59 P.M.)*

**APPROVED:**

\_\_\_\_\_  
Catherine Eaves, Mayor

**ATTEST:**

\_\_\_\_\_  
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 30, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**  
**this 30 day of July, 2025.**

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

