

City of Alpine
Regular City Council Meeting
Tuesday, May 21, 2024
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:

Catherine Eaves, *Mayor*
Councilor Reagan Stone, *Ward 1*
Councilor Eva Olivas, *Ward 2*
Councilor Darin Nance, *Ward 3*
Councilor Lucy Escovedo, *Ward 4*
Councilor Rick Stephens, *Ward 5*

City Staff and Stakeholders Present:

Megan Antrim, *City Manager*
Geoffrey R. Calderon, *City Secretary*
Alessandra Gad, *City Attorney*
Darrell Losoya, *Chief of Police*
Robert Rükkes, *Building Official*
Jessica Isley, *Code Enforcement Officer*
Elizabeth Lewis, *Municipal Court Judge*

City Council Members Not Present: None.

Others Present:

Approximately 11 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on Friday, May 17, 2024.

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. 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.

- A. Beatriz A. Greasing, Ward 4, addressed the City Council regarding Action Item No. 11-C.

3. **PUBLIC HEARINGS** – None.

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

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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.

4. PUBLIC PRESENTATIONS.

A. Presentations & Recognitions.

B. Proclamations.

- I. Proclamation of May as Community Action Month. (C. Eaves, Mayor)

C. Community Interest Items.

With respect to items not listed elsewhere on this agenda, city council members and staff may report on items of community interest, including announcing community events, announcing employee or community recognitions, requesting specific, factual, information or a recitation of existing policy from staff, or requesting placement of items on the agenda for discussion or action at a following meeting.

- 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 removed 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* section 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 items were added to the consent agenda.

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

No items were added to the Time-Sensitive Items section of the agenda.

6. **TIME-SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of May 7, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. Approve Resolution 2024-05-08, a resolution approving the Budget Policy. (M. Antrim, City Manager)
- C. Approve Resolution 2024-05-09, a resolution approving the Finance Policy. (M. Antrim, City Manager)
- D. Approve Resolution 2024-05-10, a resolution approving the Investment Policy. (M. Antrim, City Manager)
- E. Approve payment of the April 2024 monthly billing summary for Bojorquez Law Firm services. (M. Antrim, City Manager)
- F. Approve transfer of \$25,000 from TxClass Airport Reserves to the Airport Operating Checking Account for the City's matching portion of the Airport Layout Plan Grant (24ALAPINE) through Texas Department of Transportation Aviation Division. (M. Antrim, City Manager)

RESOLUTION 2024-05-09: On a motion by Councilor Stephens and seconded by Councilor Olivas to approve the consent agenda as presented, the City Council adopted the motion with all members present voting in favor.

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.** – None.

9. **REPORTS & PRESENTATIONS.** – None.

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.

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss upcoming confirmation process for all City boards, commissions, and committees. (M. Antrim, City Manager)
- B. Discuss City Council Representation on each of the City Boards and Commissions. (M. Antrim, City Manager)
- C. Overview of the Social Media Do's and Dont's for Public Officials Webinar held by City Hall Essentials on April 25th. (R. Stephens, City Council)
- D. Discuss Fiscal Year 2024-2025 Budget Calendar timeline including budget workshops. (M. Antrim, City Manager)

11. **ACTION ITEMS.** *(Limited to 10 per meeting).*

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- A. Approve the first reading of Ordinance 2024-05-03, An ordinance amending Chapter 10 – Animals to the Alpine Code of Ordinances; Providing for updated definitions within the chapter including definitions of adequate shelter, definition of euthanasia, and definition of current vaccination requirements; Amending the processes, procedures, and timelines for the impoundment and destruction, or euthanasia, of animals impounded by the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. (M. Antrim, City Manager)

RESOLUTION 2024-05-10: Councilor Olivas moved to approve, with Councilor Escovedo seconding the motion. Discussion ensued.

RESOLUTION 2024-05-11: On a motion by Councilor Nance and seconded by Councilor Stone to table the item, the City Council unanimously adopted the motion.

- B. Approve the first reading of Ordinance 2024-05-04, an ordinance amending annexation and zoning processes and procedures to the Alpine Code of Ordinances; Amending Chapter 9 – Annexation to provide additional requirements upon annexation of a subject property; Amending Appendix C – Zoning to remove the requirement that properties be designated R-1 upon annexation and providing that the City Council may establish the zoning designation upon annexation of a subject property. (M. Antrim, City Manager)

RESOLUTION 2024-05-12: On a motion by Councilor Stephens and seconded by Councilor Nance to approve as presented, the City Council adopted the motion with all members present voting in favor.

Mayor Eaves called a 5-minute break (6:23 P.M)

The meeting resumed (6:28 P.M.)

- C. Approve the first reading of Ordinance 2024-05-05, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Removing the provision that provides the ability for the city council or the planning & zoning commission to initiate a spot zoning, or non-contiguous, zoning designation; Amending the application fee from \$250 to \$350. (M. Antrim, City Manager)

RESOLUTION 2024-05-13: On a motion by Councilor Stephens and seconded by Councilor Olivas to approve the ordinance as presented, the City Council adopted the motion with all members present voting in favor.

RESOLUTION 2024-05-14: On a motion by Councilor Stephens and seconded by Councilor Stone to amend the original motion to return this item to the City Manager and Planning & Zoning for action to add the Texas Supreme Court four requirements and to include the comprehensive zoning plan activity, the City Council adopted the motion 3 to 2 with members voting in the following manner:

AYE: Councilor Stone, Councilor Olivas, Councilor Stephens.

NAY: Councilor Nance, Councilor Escovedo.

- D. Appointment of a Brewster County Liaison. (M. Antrim, City Manager)

RESOLUTION 2024-05-15: On a motion by Councilor Nance and seconded by Councilor Escovedo to discuss, discussion ensued.

RESOLUTION 2024-05-16: On a motion by Councilor Stone and seconded by Councilor Escovedo to amend the original motion to appoint Rick Stephens as the Liaison to Brewster County, the City Council unanimously voted to adopt the motion. The City Council then unanimously voted to adopt the original motion as amended.

E. Appointment of a Family Crisis Center Board Member. (M. Antrim, City Manager)

RESOLUTION 2024-05-17: On a motion by Councilor Olivas and seconded by Councilor Escovedo to discuss, discussion ensued.

RESOLUTION 2024-05-18: On a motion by Councilor Stone and seconded by Councilor Escovedo to amend the original motion to appoint Eva Olivas as the Family Crisis Center Board Member, the City Council adopted the motion with all members present voting in favor. The City Council subsequently voted to approve the original motion as amended.

F. Appointment of Alpine Public Library Board Member. (M. Antrim, City Manager)

RESOLUTION 2024-05-19: On a motion by Councilor Nance and seconded by Councilor Olivas to make an appointment of the Alpine Public Library Board Member, the City Council adopted the motion with all members present voting in favor.

RESOLUTION 2024-05-20: On a motion by Councilor Nance and seconded by Councilor Olivas to amend the original motion to approve Council Member Reagan Stone as the recommendation for the Alpine Public Library Board, the City Council adopted the motion with all members present voting in favor. The City Council subsequently voted to approve the original motion as amended.

G. Approve the recommendation by Mayor Eaves for the appointment of a Municipal Court Judge and administer the oath of office. (C. Eaves, Mayor)

RESOLUTION 2024-05-21: On a motion by Councilor Nance and seconded by Councilor Olivas to approve the recommendation of Mayor Eaves, Elizabeth Lewis, to the appointment Municipal Court Judge, the City Council adopted the motion with all members present voting in favor.

Elizabeth Lewis subscribed to the *Statement of Officer* as required by Article XVI, section 1 of the Texas Constitution. City Secretary, Geoffrey R. Calderon, proceeded to administer the *Oath of Office* to the newly appointed Municipal Court Judge, Elizabeth Lewis.

Mayor Eaves called a 5-minute break (7:23 P.M)

The meeting resumed (7:28 P.M.)

12. EXECUTIVE REPORTS.

Executive reports 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

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presentation may be extended further by a motion, a second, and a majority vote of the City Council. Executive reports do not require individual items to be listed for presentation, but no discussion may take place during this section unless the items are listed on the agenda.

A. **City Mayor Report.**

B. **City Manager Report.**

13. **CITY COUNCIL MEMBER COMMENTS.** (No discussion or action may take place)

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).

RESOLUTION 2024-05-22: On a motion by Councilor Stephens and seconded by Councilor Olivas to recess into executive session, the City Council unanimously adopted the motion. (7:35 P.M.)

14. **EXECUTIVE SESSION.**

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

- I. Discuss Customs and Border Protection Hangar Lease Renewal.
- II. Discuss pending Public Information Requests and Attorney General Opinions.
(M. Antrim, City Manager)

B. **Personnel Matters § 551.074, Texas Government Code**

- I. Discuss goals and objectives for the upcoming year and salary for the City Secretary. (C. Eaves, Mayor)
- II. Discuss goals and objectives for the upcoming year and salary for the City Manager. (C. Eaves, Mayor)

15. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2024-05-23: On a motion by Councilor Stephens and seconded by Councilor Stone to move into open session, the City Council adopted the motion with all members present voting in favor. (8:47 P.M.)

RESOLUTION 2024-05-24: On a motion by Councilor Stephens and seconded by Councilor Stone to extend the meeting past 9:00 P.M. to finish conducting business, the City Council adopted the motion with all members present voting in favor.

RESOLUTION 2024-05-25: On a motion by Councilor Stephens and seconded by Councilor Stone to move into Executive session pursuant to 551.074, the City Council adopted the motion with all members present voting in favor. (8:48 P.M.)

RESOLUTION 2024-05-26: On a motion by Councilor Stephens and seconded by Councilor Stone to move into open session, the City Council adopted the motion with all members present voting in favor. (9:44 P.M.)

A. Action, if any, concerning the goals and objectives for the upcoming year and salary for the City Secretary. (C. Eaves, Mayor)

RESOLUTION 2024-05-27: On a motion by Councilor Nance and seconded by Councilor Olivas to accept the one-year short term goals for Geo Calderon, City Secretary, offering a 5 percent raise effective for May 19, 2024 with the goals being listed:

1. Establish a records management policy.
2. Establish Standard Operating Procedures for his office.
3. Additional Reporting Requirements to Council.
4. Training with inclusion of attending the Texas Municipal League Conference in Houston.
5. Continue to support the City Manager.

The City Council unanimously adopted the motion, with all members present voting in favor.

B. Action, if any, concerning the goals and objectives for the upcoming year and salary for the City Manager. (C. Eaves, Mayor)

RESOLUTION 2024-05-28: On a motion by Councilor Stephens and seconded by Councilor Nance to accept the City Manager's goals and objectives for this next year to include:

1. Initiation of an Economic Development Strategy Plan.
2. Initiate a city-wide Comprehensive Plan.
3. Continue to improve Employee Retention
4. Continue to improve the I.T. Infrastructure of the City.
5. Restructure the Budgeting Process.
6. Continue City Manager Training and Provide Legislative Updates.
7. Continue with Water Infrastructure Improvements.
8. Improve Wastewater Infrastructure Improvements.
9. Continue with the Streets Maintenance and Street Rehabilitation Plan.
10. Hire a Utilities Director as soon as reasonably possible.

And that the City Manager retain the current salary of \$157,500 per year.

There being no further business, the meeting was adjourned by Mayor Eaves.

16. **Adjourn.** (9:46 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

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

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CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that notice of this meeting was posted at City Hall, in a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on Friday, May 17, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL OF OFFICE,
this _____ day of _____ 2024.

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