



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes - Final

City Council

Tuesday, September 5, 2023

5:30 PM

Council Chambers

Public & Virtual

1. Call to Order

The City Council met in a REGULAR Called Meeting on Tuesday, September 5, 2023 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Donna Dodgen presiding.

2. Invocation - Mayor Pro Tem Joe Rea

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

Present: 8 - Council Member Joe Rea, Council Member Sonia Mendez, Council Member Jim Lievens, Council Member Chris Rangel, Council Member Paul Gaytan, Council Member Monica N. Carter, Council Member Jason Biesenbach, and Council Member Bill Keller

Presiding: 1 - Mayor Donna Dodgen

5. Hearing of Residents:

Invitation to hear citizens and council members in advance of regular business on items other than what is on the agenda, which shall be limited to five (5) minutes. Due to the Open Meetings Act discussions on matters not on the agenda are not allowed, therefore discussion shall be limited to 1) Statements of specific factual information given in response to any inquiry; 2) A recitation of existing policy in response to an inquiry; 3) A proposal to place the subject on the agenda for a future meeting; 4) For the record, please state your name and address before speaking.

Director of Parks and Recreation, Jack Jones encourages the community to vote for Max Starke Park during the Perks for Parks competition.

Director of Planning/Codes Department, Pamela Centeno introduced newly hired Planning/Codes Assistant Director, Shelley Jackson

City Council member Chris Rangel - invited everyone to come out and help with The West End Neighborhood Project, the city of Seguin, along with Texas Lutheran University for the Fall Cleanup on Saturday, September 9th beginning at 9:00 a.m., location at Dolle & Jones Ave.

City Council member Joe Rea - Extends an invitation to all, the Hispanic Chamber is holding a dance on Saturday, September 16, 2023, at the Columbus Hall.

6. Presentation

a. 23-388

City of Seguin Financial Reports for the Nine Months Ended June 30, 2023 - Susan Caddell, Director of Finance

Indexes:

Attachments: [June 30, 2023 City Council Financial Statements](#)
[June 30, 2023 Power Point](#)

Director of Finance, Susan Caddell presented the Financial Reports for the Nine Months Ended June 30, 2023.

7. Consent Agenda

All items within the Consent Agenda was approved

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

a. 23-358

City Council Meeting Minutes of August 15, 2023 and August 22, 2023

Indexes:

Attachments: [CC MeetingMinutes August 15, 2023](#)
[CC Special and Budget Workshop MeetingMinutes August 22, 2023](#)

The minutes of August 15, 2023 and August 22, 2023 were approved.

City Council Meeting Minutes of August 15, 2023 and August 22, 2023 were approved

b. 23-381

Resolution authorizing the City Manager to execute purchase orders for the Seguin PD parking lot renovation access control and video surveillance totaling \$69,065.86 - Shane McDaniel, Chief Information Officer

Indexes:

Attachments: [IT Memo - PD fence physical security](#)
[Resolution approving the purchase of PD parking lot technology](#)
[BryComm SOW - PD Parking Lots - VSS 08242023](#)
[BryComm SOW - Seguin PD Main Lot - ACS 082923](#)
[BryComm SOW - Seguin PD Remote Lot - ACS 08242023](#)

This Resolution was approved

Enactment No: RES 2023-137

c. [23-378](#)

Resolution of the City Council of Seguin, Texas authorizing the City Manager to execute a Facilities Use Agreement between the City of Seguin, Texas and the Seguin Independent School District for use of the "Smokey" Joe Williams Baseball Field, east side of Max Starcke Park, Starcke Park Golf Course, and the Park West concession building and large pavilion area; and declaring an effective date - Jack Jones, Director of Parks and Recreation

Indexes:

Attachments: [Memo for Seguin ISD Facilities Use Agreement 2023](#)
[Resolution approving a one year combined Facility use agreement](#)
[SISD Facilities Use Agreement 2023-2024](#)

This Resolution was approved

Enactment No: RES 2023-138

d. [23-379](#)

Resolution of the City Council of Seguin, Texas authorizing the City Manager to execute a Facilities Use Agreement between the City of Seguin, Texas and the Navarro Independent School District for use of the east side of Max Starcke Park and the Starcke Park Golf Course; and declaring an effective date - Jack Jones, Director of Parks and Recreation

Indexes:

Attachments: [Memo for Navarro Facilities Use Agreement 2023](#)
[Resolution approving a combined Facility use agreement with Navarro ISD](#)
[Navarro ISD Facilities Use Agreement 2023](#)

This Resolution was approved

Enactment No: RES 2023-139

e. [23-380](#)

Resolution by the City Council of the City of Seguin, Texas waiving the Special Event Permit Fees for the Veteran's Day Parade and Celebration on behalf of the Disabled American Veterans-Chapter 61; and declaring an effective date - Jack Jones, Director of Parks and Recreation.

Indexes:

Attachments: [Memo for Fees to be Waived for the Veterans Day Parade 2023](#)
[Resolution waiving 2023 fees for Veteran's Day parade](#)

This Resolution was approved

Enactment No: RES 2023-140

f. [23-391](#)

Proposed street closure request from the St. James Catholic Church to close a portion of South Camp Street between West Live Oak Street and West Convent Street, and a portion of West Convent Street between South Camp Street and the private driveway behind the church on Saturday, September 16, 2023, through Sunday, September 17, 2023, for the St. James Catholic Church Family Fall Festival - Jack Jones, Director of Parks and Recreation

Indexes:

Attachments: [Memo for Street Closures related to the St James Catholic Church Fall Family Festival 2023](#)
[Site Plan for the St James Catholic Church Family Fall Festival](#)

This Action Item was approved**g. [23-382](#)**

Resolution of the City Council of Seguin, Texas approving a one-year extension of the agreements with Brauntex Material and Texas Materials to supply hot mix asphaltic concrete needed by Seguin Public Works, and declaring an effective date - Ashley Bruns Contract Coordinator

Indexes:

Attachments: [Agenda Item Memo.Hot Mix](#)
[Resolution.Renewal. Sept 2023](#)

This Resolution was approved

Enactment No: RES 2023-141

h. [23-367](#)

Resolution authorizing the purchase of thirty-eight transformers in various sizes for use on new development projects and restocking purposes; and declaring an effective date - Adam Ryals, Manager Utility Warehouse

Indexes:

Attachments: [Agenda Item Memo 8.16.23 Transformers](#)
[Resolution 38 Transformers](#)
[Bid Tab 8.15.23](#)

This Resolution was approved

Enactment No: RES 2023-142

i. [23-383](#)

Board and/or Committee Appointment - Mayor Donna Dodgen
a. Main Street Advisory Board

Indexes:**Attachments:** [Council.Appointments.Sept5](#)

This Action Item was approved

j. [23-359](#)

Check Report: August 14, 2023 through September 1, 2023

Indexes:**Attachments:** [Check Report \(3\)](#)

The bills were acknowledged.

8. Action Items - Discussion and Possible Motion to Approvea. [23-385](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the T-Mobile Hometown Grant Program - Kathy Wood, Grant Administrator

Indexes:**Attachments:** [09-19-23 City Council MEMO to submit T-Mobile Hometown Grant](#)
[09-19-23 City Council RESOLUTION to submit T-Mobile Hometown Grant](#)

A motion was made by Council Member Carter, seconded by Council Member Lievens, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-143

b. [23-390](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to request for applications for municipally owned interior and exterior LED lighting retrofits for the State Energy Conservation Office (SECO) Local Governments Program - Kathy Wood, Grant Administrator

Indexes:**Attachments:** [09-19-23 City Council MEMO to submit SECO grant application](#)
[09-19-23 City Council RESOLUTION to submit SECO grant application](#)

A motion was made by Council Member Carter, seconded by Council Member Keller, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-144

c. [23-369](#)

Resolution approving the action of Schertz-Seguin Local Government Corporation entering into a Water Supply Contract with Springs Hill WSC; and declaring an effective date - Andrew McBride, General Manager

Indexes:

Attachments: [MEMO FOR WATER SUPPLY CONTRACT_Springs Hill](#)
[Resolution approving water supply contract with Springs Hill](#)
[Springs Hill Water Supply Corporation Water Supply Contract_Partially Executed \(1\)](#)

A motion was made by Council Member Biesenbach, seconded by Council Member Rangel, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-145

d. [23-365](#)

Resolution authorizing the City Manager to execute a Professional Services Agreement with BB Inspection Services for the building inspections for the construction of Navarro High School; and declaring an effective date - Oscar Arevalo, Chief Building Official

Indexes:

Attachments: [CC Memo_BB Inspections Contract_Navarro High School](#)
[Resolution_BB Inspections_NavarroHighSchool_Inspections](#)
[BBInsepctions_Navarro High School Inspections Contract 230725](#)

A motion was made by Council Member Lievens, seconded by Council Member Rangel, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-146

e. [23-366](#)

Resolution of the City Council of the City of Seguin, Texas approving a reduction in building permit and plan review fees for the construction of Navarro High School; and declaring an effective date - Oscar Arevalo, Chief Building Official

Indexes:

Attachments: [Navarro High School Fee Reduction Memo](#)
[Navarro High School Fee Breakdown_pc](#)
[Resolution Fee Reduction Navarro High School](#)

A motion was made by Council Member Keller, seconded by Council Member Rea, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-147

f. [23-299](#)

Public Hearing and consideration of an Ordinance on first reading regarding Updates to the Land Use Assumptions, Capital Improvements Plan, and Water & Wastewater Impact Fee Study; to include proposed revisions to the maximum water and wastewater capital recovery fees; setting a maximum rate; setting an effective rate; preparing the ordinance for publication; establishing an effective date; and authorizing city staff to prepare this ordinance for submission to the Code of Ordinances - Melissa Reynolds, P.E. - Director of Engineering & Capital Projects

Indexes:

Attachments: [2023-09-05 Memo W.WW Impact Fees](#)
[Seguin Impact Fee Report FINAL 06.16.23](#)
[CIAC Recommendation 2023.08.08](#)
[Ordinance_W_WW Capital Recovery Fee](#)
[Council Presentation 23.09.05](#)

*Presentation giving to City Council by representative of Freese and Nichols
Water and Wastewater Impact Fee Update
Program Development Process
1. Develop Land Use Assumptions
2. Develop Capital Improvement Plan
3. Conduct Impact Fee Calculations/ Prepare Technical Report
4. Public Hearing and Council Consideration
5. Adopt Updated Impact Fee Ordinance
WHO PAYS FOR GROWTH?
IMPACT FEES - New development shares in part of this responsibility*

NO IMPACT FEES- Existing and Future rate payers build all capital facilities

Impact Fee Calculation

**Impact Fees Calculated by Dividing Eligible CIP/Growth I Service Units*

**Fee collected can be less than maximum*

Impact Fee Per Service Unit = Eligible CIP Cost/New Service Units

10-YEAR GROWTH PROJECTIONS

Service Area	2023/Connections	2033/Connections	Growth Rate
Existing Water	8,272	11,012	2.90%
Transfer Area	1,307	7,370	18.90%
Water Total	9,577	18,382	
6.74%			
Wastewater Total	10,741	28,319	10.18%

Impact fees will only effect future customers, not existing customers and not those customers transferring from Springs Hill

The regular meeting was recessed and the public hearing was called to order. There being No Citizen Comments, the public hearing was adjourned and the regular meeting was reconvened.

City Council Member Jason Biesenbach made a motion to set the effective rate at the maximum rate as calculated as well as approving the Updates to the Land Use Assumptions, Capital Improvements Plan, and Water & Wastewater Impact Fee Study.

A motion was made by Council Member Biesenbach, seconded by Council Member Keller, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

g. [23-368](#)

Resolution approving the purchase of a 2023 Ford F-550 Brush Truck from Watershield Industries (DBA Weis Fire Safety) for an amount not to exceed \$275,000 utilizing HGAC Cooperative Purchasing Agreement; and declaring an effective date - Dale Skinner, Fire/EMS Chief

Indexes:

Attachments: [Council Memo Brush Truck 2023](#)

[Resolution approving the purchase of a brush truck through HGAC](#)

[SEGUIN FD - SPECS](#)

[SEGUIN FD - APPARATUS PROPOSAL](#)

A motion was made by Council Member Gaytan, seconded by Council Member Rea, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-148

h. [23-356](#)

Resolution authorizing the purchase of a Crusher Bucket in the amount of \$37,125.00, from RDO Equipment Co.; and declaring an effective date - John Donnelly, Director of Public Works

Indexes:

Attachments: [2023 09 05 MEMO TO COUNCIL CRUSHER BUCKET](#)
 [Resolution approving a sole source purchase of a crusher bucket](#)
 [Investment Proposal \(Quote\) 638199319831097720](#)
 [L140 Data Sheet](#)
 [2022 Brochure](#)
 [20230802_114541](#)

A motion was made by Council Member Carter, seconded by Council Member Rangel, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-149

i. [23-184](#)

Resolution approving City of Seguin to contract with RDO Equipment Company for the lease of a John Deere 544K Wheel Loader and to authorize the City Manager to sign final lease agreement authorizing; and providing an effective date - John Donnelly, Director of Public Works

Indexes:

Attachments: [2023 09 19 MEMO TO COUNCIL LEASE LOADER PAYOFF](#)
 [Resolution approving the purchase of a John Deere wheel loader](#)
 [john deere lease agree 11-2018](#)

A motion was made by Council Member Rea, seconded by Council Member Keller, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-150

j. [23-384](#)

Ordinance on first reading amending the Seguin Code of Ordinances, Chapter 70, Offenses and Miscellaneous Provision, by repealing Article II, Curfew for Minors, in its entirety; providing a severability clause; authorizing city staff to prepare this Ordinance for submission as a supplement to the Code of Ordinances; and providing for an effective date - Andy Quittner, Interim City Attorney

Indexes:

Attachments: [Council Memorandum - repeal of juvenile curfew](#)
 [Ordinance repealing juvenile curfew ordinance](#)
 [HB01819F - curfew](#)

A motion was made by Council Member Biesenbach, seconded by Council Member Rea, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

k. [23-389](#)

Approval of Quarterly Investment Report for Quarter Ended June 30, 2023 - Susan Caddell, Director of Finance

Indexes:

Attachments: [June 30, 2023 Investment Report](#)

A motion was made by Council Member Carter, seconded by Council Member Mendez, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

l. [23-363](#)

Public Hearing on a proposal to levy a tax rate of \$0.5125 per \$100 valuation for the City of Seguin for the tax year 2023; providing for the effective date - Susan Caddell, Director of Finance

Indexes:

The regular meeting was recessed and the public hearing was called to order. There

being No Citizen Comments, the public hearing was adjourned and the regular meeting was reconvened.

m. [23-370](#)

Public Hearing on FY2024 Budgets - Susan Caddell, Director of Finance

- a. General Fund
- b. Debt Service Fund
- c. Special Revenue Fund
- d. Utility Fund

Indexes:

The regular meeting was recessed and the public hearing was called to order. There being No Citizen Comments, the public hearing was adjourned and the regular meeting was reconvened.

n. [23-371](#)

Ordinance on first reading levying a tax rate of \$0.5125 per \$100 valuation for the City of Seguin for the tax year 2023; providing for an effective date; providing for publication of this ordinance - Susan Caddell, Director of Finance

Indexes:

Attachments: [Tax Ordinance-2024](#)

A motion was made by Council Member Biesenbach, seconded by Council Member Keller, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

o. [23-372](#)

Ordinance on first reading adopting the 2023-2024 Fiscal Year General Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2023 and ending the last day of September 2024; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for an effective date; and providing for publication of this ordinance - Susan Caddell, Director of Finance

Indexes:

Attachments: [General Fund 2024](#)

A motion was made by Council Member Rea, seconded by Council Member Keller, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

p. [23-373](#)

Ordinance on first reading adopting the 2023-2024 Fiscal Year Debt Service Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2023 and ending the last day of September 2024; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for an effective date; and providing for publication of this ordinance - Susan Caddell, Director of Finance

Indexes:**Attachments:** [Debt Service Fund 2024](#)

A motion was made by Council Member Carter, seconded by Council Member Gaytan, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

q. [23-374](#)

Ordinance on first reading adopting the 2023-2024 Fiscal Year Special Revenue Fund and Fiduciary Funds Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2023 and ending the last day of September 2024; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for an effective date; and providing for publication of this ordinance - Susan Caddell, Director of Finance

Indexes:**Attachments:** [Special Revenue 2024](#)

A motion was made by Council Member Carter, seconded by Council Member Biesenbach, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

r. [23-375](#)

Ordinance on first reading adopting the 2023-2024 Fiscal Year Utility Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2023 and ending the last day of September 2024; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for an effective date; and providing for publication of this ordinance - Susan Caddell, Director of Finance

Indexes:**Attachments:** [Utility Fund 2024](#)

A motion was made by Council Member Keller, seconded by Council Member Gaytan, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

9. Closed Session

The regular meeting was recessed and the council went into Closed Session at 6:50 pm. The regular meeting reconvened at 7:03 pm.

a. [13-048](#)

Consultation with City Attorney in accordance with section 551.072 regarding deliberation on real property-Steve Parker, City Manager

Indexes:

10. Adjournment

There being no further business before the council the meeting adjourned at 7:03 pm.

Donna Dodgen, Mayor

Attest:

Kimberly Allison, Deputy City Secretary