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City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda

City Council

Tuesday, January 7, 2025

5:30 PM

Council Chambers

This City Council meeting can be viewed live at:
https://cityofseguintx.granicus.com/MediaPlayer.php?publish_id=5415f588-5178-415f-af61-b6495444e4dc

1. **Call to Order**
2. **Invocation - Bishop Tim Bird, The Church of Jesus Christ of Latter Day Saints**
3. **Pledge of Allegiance/Salute to the Texas Flag**
4. **Roll Call**
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.
6. **Consent Agenda**
 - a. [24-692](#) Minutes of the December 17, 2024 City Council Regular Meeting.
Attachments: [CC Meeting Minutes December 17, 2024](#)
 - b. [24-696](#) Check Report December 14, 2024 through January 3, 2025.
Attachments: [Check Report 12142024 - 01032025](#)
 - c. [24-685](#) Board and/or Committee Appointments - Mayor Donna Dodgen
 - a. Building & Standards
 - b. CTTC
 - c. Main Street

d. Library Foundation

Attachments: [Board Appointments January 7, 2025 FINAL](#)
[Board Applications01072025_Redacted](#)

- d. [24-684](#) Resolution awarding four FIX-IT Facade grants for downtown projects. - Kyle Kramm, Main Street & CVB Director/HPO.
Attachments: [Council Memo - FY2025 Facade Grants](#)
[Resolution - Awarding FY2025 Facade Grants](#)
[Facade Grant Summary](#)
- e. [24-670](#) Resolution authorizing the purchase of six pad mount transformers in various sizes for replacement inventory and upcoming projects by the Utilities Department; and declaring an effective date. - Adam Ryals, Utility Warehouse Superintendent
Attachments: [Council Memo 01-07-25 Six Transformers \(1\)](#)
[Resolution Six Transformers 01.07.25 \(1\)](#)
[AF-2025-25 Bid Tab \(1\)](#)
- f. [24-671](#) Resolution authorizing the submission of a grant application in response to the Texas Department of Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects for the King Street (FM 466) Safety Improvements. - Melissa Reynolds, PE, CFM, MPA, Director of Engineering & Capital Projects
Attachments: [2025-01-07 King Street \(FM 466\) TA Memo](#)
[2025-01-07 Resolution King Street \(FM 466\) TA](#)
[King Street Project Exhibit](#)
- g. [24-673](#) Resolution authorizing the submission of a grant application in response to the Texas Department of Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects for the US 90, SH 46 Safety Improvements. - Melissa Reynolds, PE, CFM, MPA, Director of Engineering & Capital Projects
Attachments: [2025-01-07 US 90 SH 46 TA Memo](#)
[2025-01-07 Resolution US 90 SH 46 TA](#)
[US 90 Alt, SH 46 Project Exhibit](#)
- h. [24-645](#) Resolution authorizing the submission of a National Endowment for the Humanities grant application for the Preservation Assistance Grant for Smaller Institutions program. - Kate McCloud, Grants Administrator
Attachments: [Agenda Item Memo - Application Preservation Assistance](#)
[Resolution to Apply Preservation Assistance -Sequin](#)
- i. [24-653](#) Resolution authorizing the submission of a General Victim Assistance Grant application to fund crime victim assistance. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application VOCA FY26](#)
[Resolution to Apply VOCA-Seguin](#)

- j. [24-654](#) Resolution authorizing the submission of a Victim Coordinator and Liaison Grant application to support the Seguin Police Department's Crime Victim Liaison position. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application VCLG FY25-26 - new template](#)
[Resolution to Apply VCLG-Seguin](#)

- k. [24-672](#) Resolution authorizing the submission of a State and Local Cybersecurity Grant Program - Mitigation Projects application to support the Information Technology department's efforts to implement security protections. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application Cybersecurity FY25-26 - new template](#)
[Resolution to Apply Cybersecurity Seguin](#)

- l. [24-675](#) Resolution authorizing the submission of a State Homeland Security - Regular grant application to provide the Police Department with equipment to improve their capabilities to collect DNA evidence. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application SHSP Regular FY26-new template](#)
[Resolution to Apply SHSP Regular-Seguin](#)
[Purchasing Policy 2024](#)

- m. [24-677](#) Resolution authorizing the submission of a State Homeland Security - LETPA grant application to fund multi-key encryption for the Seguin Police Department and Fire Department's portable and mobile radio units. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application SHSP LETPA FY26-new template](#)
[Resolution to Apply SHSP LETPA-Seguin](#)
[Purchasing Policy 2024](#)

- n. [24-679](#) Resolution authorizing the submission of a State Crisis Intervention Grant application to fund an additional Mental Health Police Officer position, a police car for this position, and a conference attendance for all SPD Mental Health Police Officers. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application State Crisis Intervention FY26-new template](#)
[Resolution to Apply State Crisis Intervention Seguin](#)
[2024 EMPLOYEE GUIDELINES \(12.18. 2024\) full time years of service _awarc](#)
[Purchasing Policy 2024](#)

- o. [24-681](#) Resolution authorizing the submission of a Rifle Resistant Body Armor grant application to fund 8 rifle-resistant vests for Seguin Police Officers. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application Rifle Resistant Body Armor FY26-new templat](#)
[Resolution to Apply Rifle Resistant Body Armor Seguin](#)

- p. [24-682](#) Resolution authorizing the submission of a Criminal Justice Grant application to fund a database to capture, analyze, and share intelligence on organized crime and gang related activity. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - Application JAG FY26 - new template](#)
[Resolution to Apply JAG Seguin](#)

7. **Action Items - Discussion and Possible Motion to Approve**

- a. [24-686](#) Ordinance authorizing the issuance of "City of Seguin, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2025"; providing for the payment of said certificates by the levy of an Ad Valorem Tax upon all taxable property within the city and further securing said certificates by a lien on and pledge of the pledged revenues of the system; delegating the authority of certain City officials and staff to approve and execute certain documents relating to the sale of the certificates; authorizing execution of any necessary engagement agreement with the City's financial advisors; and providing an effective date. - Susan Caddell, Finance Director

Attachments: [Ordinance](#)
[Agenda and Motion](#)

- b. [24-688](#) Ordinance on first reading amending the Fiscal Year 2025 Special Revenue Fund Budget of the City of Seguin, Texas. - Susan Caddell, Director of Finance

Attachments: [Stempel Rd and Downtown Restrooms memo](#)
[Stempel Rd and Downtown Restrooms](#)

- c. [24-664](#) Public Hearing and Ordinance on first reading to consider amendments to the City of Seguin's Unified Development Code Section 2.16 to amend the requirements and process for a variance to the distance requirements for businesses that sell alcoholic beverages. - Pamela Centeno, Director of Planning and Codes

Attachments: [CC Memo Section 2 16 UDC](#)
[Planning Commission Report UDC 2.16](#)
[Ordinance AlcoholVariance UDC 2 16 FinalDraft](#)
[Existing Ordinance Section 2 16](#)

- d. [24-690](#) Public Hearing and Ordinance on first reading to consider amendments to the Seguin Code of Ordinances, Section 6-2, Alcoholic Beverages, Sale near Church, School or Hospital, to update the measurement methods in accordance with the Texas Alcoholic Beverage Code. - Pamela Centeno,

Director of Planning and Codes

Attachments: [CC Memo Section6 2 CofOrdinances](#)
[Ordinance_AlcoholDistance_FinalDraft](#)

- e. [ZC](#)
[15-24 CC](#) Public Hearing and Ordinance on first reading to consider a zoning change from Agricultural Ranch (AR) and Public (P) to Neighborhood Commercial (NC) for the property located at Huber Rd., Property ID: 51283 and 51187, (ZC 15-24). - Pamela Centeno, Director of Planning & Codes
- Attachments:** [Staff Memo ZC 15 24](#)
[ZC 15-24 Planning Commission Report and packet](#)
[ZC 15-24 Ordinance](#)
[ExhibitA CC](#)
- f. [24-449A CC](#) Ordinance on first reading to consider amendments to the City of Seguin's Unified Development Code Section 3.4.3 Land Use Matrix and Definitions, to add "Outdoor Entertainment Venues (Large and Small)" as a new use. - Pamela Centeno, Director of Planning and Codes
- Attachments:** [CC Memo UDC OutdoorEntertainment Jan2025](#)
[UDC 24-449A Outdoor Entertainment Venue-PZ Commission Report](#)
[Ordinance_OutdoorEntertainmentVenues_2024_FinalDraft](#)
- g. [24-689](#) Resolution authorizing the City Manager to enter into an agreement with Sullivan Contracting Services, a Choice Partners purchasing cooperative member, for the site preparation and site work for the downtown restrooms being installed in Central Park in the amount of \$136,809.57. - Kyle Kramm, Main Street & CVB Director/HPO.
- Attachments:** [Council Memo - Restroom Site Work](#)
[Resolution \(Sullivan Contracting Services\)](#)
[Proposal # 1624232 COS Central Park Restroom](#)
- h. [24-678](#) Resolution authorizing the City Manager to execute a Contract Amendment to the Professional Services Agreement with Trihydro Corporation in the amount of \$47,014 for subsurface utility engineering related to the relocation of the Love's Force Main necessitated by TxDOT's IH-10 Project; and declaring an effective date. - Melissa Reynolds, PE, CFM, MPA, Director of Engineering & Capital Projects
- Attachments:** [2025-01-07 Memo Loves FM SUE](#)
[2025-01-07 Resolution TriHydro Contract Amendment](#)
[Loves Force Main Contract Amendment No. 2](#)
- i. [24-674](#) Resolution of the City Council of the City of Seguin, Texas awarding a bid in the amount of \$2,906,995.95 to Ranger Excavating, LP for the Walnut Branch GLO Phase II Drainage Project (a GLO CDBG-MIT Grant Project); authorizing the City Manager to enter into a construction contract with Ranger Excavating, LP; and declaring an effective date. - Melissa

Reynolds, PE, CFM, MPA, Director of Engineering & Capital Projects

Attachments: [2024-01-07 Memo Walnut Branch Construction Contract](#)
[2024-01-07 Resolution Walnut Branch Construction Contract](#)
[Letter of Recommendation WB GLO Phase 2](#)

- j. [24-687](#) Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to enter into a professional services agreement in the amount of \$74,888 with Half & Associates, Inc. for the Stempel Road Preliminary Engineering Study and Report; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM, Director of Engineering & Capital Projects

Attachments: [2025-01-07 Stempel Road PER Memo_R1](#)
[2025-01-07 Resolution Stempel Road PER PSA](#)
[Half & Associates Proposal](#)

8. **Adjourn the Regular City Council Meeting and Convene the Seguin Public Finance Corporation**

- a. [24-642](#) Resolution inducing the Lily Springs Apartments in partnership with the Lightpath Corporation, to be located at approximately the Northeast Corner of Cordova Road and Highway 46; and authorizing the execution of a term sheet; and authorizing an agreement with Navarro Independent School District regarding revenue sharing from the project; and other matters in connection therewith. - Steve Parker, City Manager

Attachments: [Agenda Item Lightpath PFC January 7 2024](#)
[Lily Springs Inducement Resolution \(Lightpath\)-10558351-v3 January 7](#)
[Lily Springs PFC Revenue Assumptions Probable Scanario with Early Termination Redline - Seguin PFC - Lily Springs MOU-10512451-v3 and Seguin PFC - Lily Springs MOU - Navarro ISD - City of Seguin PFC \(DNG 12.3.24\)](#)
[Agenda Item Lightpath PFC December 3 memo](#)
[Lily Springs Presentation 12_3_24\(10558405.2\)](#)
[Lily Springs Overview 112524](#)

9. **Adjourn the Seguin Public Finance Corporation and Reconvene the Regular City Council Meeting**

10. **Adjournment**

CERTIFICATE

I certify that the above notice of meeting was posted in the outside display case at the front of the Municipal Building, 210 E. Gonzales Street of the City of Seguin, Texas on the 3rd day of January 2025 at 3:45 p.m.

Kristin Mueller
City Secretary

All items on the agenda are eligible for possible discussion and action. The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters 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 551.086 (Economic Development).

The City of Seguin is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the City Secretary at (830) 401-2468 at least 48 hours in advance. This meeting site is accessible to disabled persons.