



# City of Seguin

210 E. Gonzales Street  
Seguin TX, 78155

## Meeting Minutes

### City Council

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Monday, September 30, 2024

5:30 PM

Council Chambers

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#### Special Meeting - Public & Virtual

1. **Call to Order**

Mayor Dodgen called the meeting to order at 5:30 P.M.

2. **Invocation - Chaplain Emmanuel Carpenter, Hospice**

3. **Pledge of Allegiance/Salute to the Texas Flag**

4. **Roll Call**

District 2 position is vacant.

Mayor Pro Tem Carter arrived at 6:37 P.M.

**Excused:** 1 - Councilmember Paul Gaytan

**Present:** 6 - Councilmember Joe Rea, Councilmember Jim Lievens, Councilmember Chris Rangel, Councilmember Monica N. Carter, Councilmember Jason Biesenbach, and Councilmember 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.**

*Councilmember Lievens informed that he serves on the Guadalupe Appraisal Board and said that he needed to retract the percentages he stated at a previous City Council meeting and issued a handout showing the percentage of Seguin homes in Navarro ISD as well as the percentage of Navarro ISD homes that are in Seguin.*

*Assistant Director of Engineering and Capital Projects Jennifer Shortess invited everyone to participate in the AAMPO Walk to School Day on October 9th. The day is to encourage using modes of transportation other than vehicles to get to school.*

Councilmember Biesenbach encouraged everyone to participate in National Night Out activities this year. National Night Out is October 1st. He shared he will be attending the Bauer Park block party from 6-8 P.M.

City Manager Steve Parker thanked Public Works Director John Donnelly and the rest of City staff who put on the Community Clean-Up last weekend. He said that it was encouraging to see other departments out there working with the community. The event went well and the community got a lot of things cleaned up. He encouraged everybody to take advantage of the community clean ups hosted by the City twice a year.

Mayor Dodgen also thanked everyone who helped to make the Community Clean-Up a success.

Councilmember Lievens invited everyone to attend the Candidate Forum on Wednesday, Oct 2nd, stating it will held at the TLU Wupperman Little Theatre.

Mayor Dodgen City Council announced that there will be a short City Council meeting tomorrow, Tuesday, October 1st. She invited everyone to attend the National Night Out block parties and informed that the changes to the residential solid waste contract takes effect tomorrow as well, changing bulk item collection from weekly to quarterly. She said that more information about the changes to the residential solid waste contract can be found on the City's website, [www.seguintexas.gov](http://www.seguintexas.gov). She reminded that the Starcke Park Golf Course will close on tomorrow for a full renovation and will reopen in October 2025. She also encouraged everyone to attend the Candidate Forum on October 2nd. Lastly, she congratulated Councilmember Chris Rangel for receiving the Seguin ISD Superintendent Apple Award for September 2024. She thanked him for everything that he does for his students and the community.

## 6. Presentation

- a. Presentation regarding a volunteer portal called "Just Serve". - Steve Parker, City Manager

Indexes:

City Manager Steve Parker said that many volunteer opportunities and many people looking to volunteer in Seguin, but currently there is no way to coordinate the two. He introduced Selena Medina to present on JustServe, a nonprofit organization that connects volunteers to volunteer opportunities.

Mrs. Medina announced that Seguin will be the first JustServe city in the area, currently only Houston hold that designation, but that they have recently presented in Cibolo and it was well received. She said that JustServe really focuses on three things; sharing kindness, opportunities to serve, and to uphold integrity. Justserve.org is meant to bring people together by identifying the needs of nonprofits as well as the needs of individuals in a community with the goal of providing volunteers to meet that need. For example, if a resident needs someone to drag a broken limb to the curb so that the City can pick it up on the next brush collection day, they could post their request on JustServe.org.

Currently, there are over 16,000 global organizations and 400 cities utilizing JustServe. In order to become a JustServe city, the City must complete a proclamation, which Seguin did in April, fill out some paperwork and submit it. It is free to create an account on JustServe. An account holder can search for volunteer opportunities in the

area, filtered by specific interests or needs. Mrs. Medina asked that City Council consider to adopt JustServe as an organization to use.

Councilmember Lievens said that he saw the Rotary and Lions Club logos on her presentation and asked how service clubs utilize this service. Mrs. Medina answered that Kiwanis's recently talked to JustServe about posting for volunteers for their upcoming pancake breakfast. She explained that her job would be to sit with a dedicated person from that organization and train them on how to use the site or even to take the event information and set the listing up on JustServe for the organization. She clarified that even in her role, she is a volunteer, they all serve as volunteers as well to help create a volunteer base for their own community.

Mayor Dodgen added that it would be a good opportunity to use JustServe for the West End Neighborhood Project and Councilmember Rangel concurred.

Councilmember Biesenbach applauded the Church of Jesus Christ of Later Days Saints for sponsoring this organization and for all the great things they do. Mrs. Medina did confirm that the church does provide funding, but that is not part of the promoting. It really is all about serving the community.

Councilmember Lievens added that is the law of reciprocity -- do good things, get good things.

Councilmember Keller asked if the church body is the core of the volunteers. Mrs. Medina answered that there are lot of church members who volunteer, but that this is a global volunteer opportunity and is open to any church and any person to participate in.

City Manager Parker added that Habitat for Humanity is a good opportunity as well and Mrs. Medina confirmed that they have volunteered at building events for Habitat for Humanity and to see how youth react to being a helpful, serving, part of the community is priceless and really makes an life-long impact to those who do get the opportunity to serve. As the future of our community, it is important they have the opportunity to serve.

## 7. Consent Agenda

Councilmember Rea asked that Item K on the Consent Agenda be removed from the agenda and considered at a future City Council meeting. Mayor Dodgen announced that Consent Agenda Item K is removed from the agenda.

**A motion was made by Councilmember Joe Rea, seconded by Councilmember Chris Rangel, that the Consent Agenda as amended be approved. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

- a. Minutes of the September 3, 2024 City Council Regular Meeting and the September 17, 2024 City Council Regular Meeting.

Indexes:

**This Action Item was approved.**

- b. Check Report September 14, 2024 to September 27, 2024.

**Indexes:**

**This Action Item was approved.**

- c. Resolution accepting the Petition for Release from the City's Extraterritorial Jurisdiction filed by Phillip and Kristin Kneupper for one property in Guadalupe County (Property ID No.66152) and granting the request for Release effective the date of the passing of this Resolution. - Shelly Jackson, Asst. Director of Planning and Codes

**Indexes:**

**This Resolution was approved.**

Enactment No: RES 2024R-212

- d. Resolution establishing the Board of Directors for Seguin Tax Increment Reinvestment Zone #1. - Kyle Kramm, Main Street & CVB Director/HPO

**Indexes:**

**This Resolution was approved.**

Enactment No: RES 2024R-213

- e. Resolution authorizing the City Manager to sign an engagement letter for the fiscal year ended September 30, 2024 financial audit with Armstrong, Vaughan, and Associates, PC. - Susan Caddell, Director of Finance

**Indexes:**

**This Resolution was approved.**

Enactment No: RES 2024R-214

- f. Resolution of the City Council of the City of Seguin, Texas authorizing City Staff to dispose of surplus property that is obsolete, dysfunctional or too costly to repair; and declaring an effective date. - John Donnelly, Public Works Director

**Indexes:**

**This Resolution was approved.**

Enactment No: Res 2024R-215

- g. Resolution authorizing the City Manager to execute a Contract Amendment to the Professional Services Agreement with Trihydro Corporation in the amount of \$24,010 for the Love's Force Main Relocation Project. - Melissa Reynolds, Director of Engineering and Capital

**Indexes:**

**This Resolution was approved.**

Enactment No: RES 2024R-216

- h.** Resolution authorizing the City Manager to Execute a Letter Amendment to a Capital Improvement Reimbursement Agreement Between 44.76 Seguin, LLC and the City of Seguin, Related to Construction of a 24" Water Line; and Declaring an Effective Date. - Tim Howe, Director of Water and Wastewater Utilities.

**Indexes:**

**This Resolution was approved.**

Enactment No: RES 2024R-217

- i.** Approval of Quarterly Investment Report for Quarter Ended June 30, 2024. - Susan Caddell, Director of Finance

**Indexes:**

**This Action Item was approved.**

- j.** City of Seguin Financial Reports for the Nine Months Ended June 30, 2024. - Susan Caddell, Director of Finance

**Indexes:**

**This Action Item was approved.**

- k.** Approval of disbursement of budgeted funding out of Hotel Occupancy Tax funds for Seguin-Guadalupe County Hispanic Chamber of Commerce. - Susan Caddell, Director of Finance

**Indexes:**

**This Item was a withdrawn from the agenda and will be considered at a future City Council meeting.**

- l.** Ordinance on second reading amending the Fiscal Year 2024 General Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**Indexes:**

**This Ordinance was adopted.**

Enactment No: ORD 2024-052

- m.** Ordinance on second reading amending the Fiscal Year 2024 Utility Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**Indexes:**

**This Ordinance was adopted.**

Enactment No: ORD 2024-053

- n. Ordinance on second reading amending the Fiscal Year 2024 Special Revenue Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**Indexes:**

**This Ordinance was adopted.**

Enactment No: ORD 2024-054

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

- a. Ordinance on second reading adopting the 2024-25 Fiscal Year General Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance

**Indexes:**

**A motion was made by Councilmember Biesenbach, seconded by Councilmember Keller, that this Ordinance be adopted. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: ORD 2024-047

- b. Ordinance on second reading adopting the 2024-25 Fiscal Year Utility Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance

**Indexes:**

**A motion was made by Councilmember Carter, seconded by Councilmember Rea, that this Ordinance be adopted. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: ORD 2024-048

- c.** Ordinance on second reading adopting the 2024-25 Fiscal Year Special Revenue Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance

**Indexes:**

**A motion was made by Councilmember Biesenbach, seconded by Councilmember Carter, that this Ordinance be adopted. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: ORD 2024-049

- d.** Resolution of the City Council of Seguin, Texas, authorizing the City Manager to execute a Master Professional Services Agreement for Multiple Task Orders between the City of Seguin and TRC Engineers Inc.; and declaring an Effective Date. - Tim Howe, Director of Water and Wastewater Utilities.

**Indexes:**

*Director of Water and Wastewater Utilities Tim Howe informed that a Master Service Agreement was executed with TRC Engineers Inc. in December 2003. This resolution would approve updates to this long standing MSA, one update being the removal of the limitation of liability clause. Mr. Howe thanked City Attorney Mark Kennedy for making that change to this and many of the City's agreements. A minor change made to the proposed agreement is the number of days for disputing invoices.*

**A motion was made by Councilmember Lievens, seconded by Councilmember Keller, that this Resolution be approved. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-218

- e. Resolution authorizing the City Manager to enter into a Professional Services Agreement in the amount of \$31,788 with Halff & Associates, Inc. for Professional Services for the West Hampton Drive Drainage Improvements Preliminary Engineering Study and Report; and declaring an effective date. - Melissa Reynolds, Director of Engineering and Capital Projects

Indexes:

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

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-219

- f. Public Hearing and Ordinance on first reading to consider amending the Seguin Code of Ordinances Chapter 54, Floods, Article II, Flood Damage Prevention, Section 54-51, Paragraph 11, providing for an effective date; providing for publication of this ordinance; and authorizing City Staff to submit this ordinance as a supplement to the Code of Ordinances. - Melissa Reynolds, Director of Engineering and Capital Projects

Indexes:

*Director of Engineering and Capital Projects Melissa Reynolds said that this proposed ordinance provides clarification and remedies inconsistencies for the Flood Damage Prevention Ordinance.*

*Mayor Dodgen opened the Public Hearing at 6:02 P.M.*

*There being no public comment, Mayor Dodgen closed the Public Hearing at 6:02 P.M.*

**A motion was made by Councilmember Biesenbach, seconded by Councilmember Rangel, that this Ordinance be approved on first reading. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

- g. Ordinance on first reading amending the Seguin Code of Ordinances Chapter 98, Traffic Control Devices, Section 98-40, Designation of No Through Truck Traffic Streets by adding Harper Street to the list; providing for publication of this Ordinance; providing a severability clause; providing for an effective date; and authorizing City Staff to prepare this ordinance for submission as a



supplement to the Code of Ordinances. - Melissa Reynolds, Director of Engineering and Capital Projects

**Indexes:**

*Director of Engineering and Capital Projects Melissa Reynolds reminded City Council that they have seen several of these requests in the past few months. This specific request is to approve the designation of Harper Street as a No Through Truck Traffic street. She reminded that unless a street is approved as a designated Truck Route, per Section 98-43 Truck Routes, trucks should not be utilizing that street save for specified instances.*

**A motion was made by Councilmember Carter, seconded by Councilmember Keller, that this Ordinance be approved on first reading. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

- h.** Resolution authorizing the City Manager to execute an Additional Services Proposal to the Professional Services Agreement with BGE, Inc. in the amount of \$9,890.83 for the Rudeloff Road Phase I Project - Melissa Reynolds, Director of Engineering and Capital Projects

**Indexes:**

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

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-220

- i.** Resolution renewing the Indefinite Delivery, Indefinite Quantity (IDIQ) contract with Westhill Paving, Inc. in an amount not to exceed \$850,000 for utility trench repairs. - John Donnelly, Director of Public Work

**Indexes:**

**A motion was made by Councilmember Carter, seconded by Councilmember Rea, that this Resolution be approved. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-221

- j. Resolution authorizing the purchase of two bucket trucks and two digger trucks for Electric Utilities; and declaring an effective date. - Freddy King, Operations Manager - Electric Utilities

**Indexes:**

**A motion was made by Councilmember Biesenbach, seconded by Councilmember Keller, that this Resolution be approved. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-222

- k. Resolution approving the purchase of a complete Axon ecosystem of products, including Axon Fleet 3 with ALPR and Cradlepoint 5G cellular routers, Axon BWC, and Axon Taser 10 for a cost not to exceed \$2.1M over a five year period; and declaring an effective date. - Jason Brady, Chief of Police

**Indexes:**

*Chief of Police Jason Brady stated that the purchase of a complete Axon ecosystem as proposed, will replace end of life and aging equipment from multiple systems, with new, efficient equipment that all operates on one system, allowing for streamlined communication across departments. The purchase includes new body cams, car cams, a drone, taser10s, interview rooms, and cloud storage, removing the need to purchase and maintain servers.*

*Mayor Dodgen said that this is equipment is the industry standard.*

**A motion was made by Councilmember Lievens, seconded by Councilmember Biesenbach, that this Resolution be approved. The motion carried by the following vote:**

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-223

## 9. Closed Session

Mayor Dodgen recessed the Open Session and convened into Closed Session at 6:10 P.M.

- a. An **EXECUTIVE/CLOSED SESSION** will be held pursuant to sections 551.071(2) and 551.072 of the Texas Government Code, consultation with attorney/staff and deliberation regarding the purchase and/or value of real property along or near West Kingsbury (Highway 90) in Guadalupe County, Texas. Possible action may follow in Open Session.

Indexes:

**10. Reconvene into Open Session and take action on items as a result of Closed Session, if necessary.**

Mayor Dodgen adjourned the Closed Session and reconvened into Open Session at 6:30 P.M.

Authorize the City Manager to execute a Purchase Agreement between the City of Seguin and Texas Lutheran University, related to the acquisition of approximately 0.52 acres of permanent utility easement and 0.51 acres as a temporary construction easement, for the SEDC-121 Project, as presented in Closed Session.

Indexes:

A motion was made by Councilmember Lievens, seconded by Councilmember Keller, that this Action Item be approved. The motion carried by the following vote:

**Excused:** 1 - Councilmember Gaytan

**Presiding:** 1 - Mayor Dodgen

**Aye:** 6 - Councilmember Rea, Councilmember Lievens, Councilmember Rangel, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

**11. Adjournment**

Mayor Dodgen adjourned the meeting at 6:32 P.M.

\_\_\_\_\_  
Mayor Donna Dodgen

**ATTEST:**

