



# City of Seguin

210 E. Gonzales Street  
Seguin TX, 78155

## Meeting Minutes

### City Council

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Tuesday, April 1, 2025

5:30 PM

Council Chambers

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1. Call to Order

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

2. Invocation - Pastor J.L. Hudson, Unity Baptist Church

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

**Present:** 8 - Councilmember Joe Rea, Councilmember David Eveld, Councilmember Jim Lievens, Councilmember John Carlsson, Councilmember Paul Gaytan, Councilmember Monica N. Carter, Councilmember Bill Keller, and Councilmember Jason Biesenbach

**Presiding:** 1 - Mayor Donna Dodgen

5. Hearing of Residents:

*Public Works Director John Donnelly stated that the City will host the city-wide Clean Up event on Saturday, April 12th from 9AM - 12PM at the Seguin Coliseum and reminded that hazardous waste, Freon, and construction material will not be accepted. Additionally, he thanked his crew of eight workers who cleaned up a homeless encampment out of a drainage culvert today.*

*Mayor Dodgen asked for an update on the results of the Hazardous Waste Clean Up event. Mr. Donnelly informed that the event had a great turn out. He said the line had to be cut off and the last car entered at 12:15PM. The event took in almost 16 tons of material and the people who worked the event were there from 6AM to 7PM. Despite residents having to deal with a short wait, the event was handled very professionally and methodically. Mayor Dodgen thanked Mr. Donnelly and his crew for their work on the event.*

*Parks and Recreation Director Jack Jones announced that the Central Park fountain is currently working. He informed that the censor on the geyser is out so the water isn't able to go up and down due to a valve malfunction, but the lights are on and operating.*

*Julian Leal, 849 Prexi Dr., commented that he had read the dog drug discovery article that was recently in the paper. He also said that he read that 2 police dogs recently died in San Antonio, one for being left in a pen and the other for being left in a hot police car. Being a lover a dogs, he said he felt to speak on behalf of the dogs and remind officers to take care of their dogs. Additionally, he said he noticed the City was digging by his yard in the ROW and he would like information on why they are*

*digging or what project is happening there.*

*Mayor Dodgen reiterated that the Clean Up will be held on April 12th, adding that a list of what you can and can't bring to the event is listed on the City's website and Facebook. She also invited everyone to attend Moonlight and Roses on Friday, April 4th at Walnut Spring Park.*

## 6. **Presentation**

- a. [25-131](#) Presentation of Seguin Police Department's "Accreditation Status" for compliance with the Texas Law Enforcement Accreditation Program. - Todd Smith, City of Fair Oaks Ranch Police Chief
- Todd Smith, City of Fair Oaks Ranch Police Chief, presented Chief Brady with a certificate declaring notify you that the Seguin Police Department achieved "Accreditation Status" for compliance with the Texas Law Enforcement Accreditation Program. The Law Enforcement Accreditation Program is a voluntary process where police agencies in Texas prove their compliance with 170 Texas Law Enforcement Best Practices. Chief Smith explained that the Best Practices were carefully developed by Texas Law Enforcement professionals to assist agencies in the efficient and effective delivery of service, the reduction of risk and the protection of individual's rights. The accreditation process is extensive and challenging. The Seguin Police Department has been meeting best practices since 2013 and is one of only about 240 agencies out of 2800 law enforcement agencies in Texas to be so accredited. He commended the Seguin Police Department for the commitment and professional dedication made toward this success.*
- Chief Brady recognized his predecessors, Chief Kelso and Chief Nichols, who saw the value in participating in this program despite the financial expense and staff time it takes to participate. He declared he also saw value in this program because we believe in the community and demonstrate and prove to citizens that we are following the best practices and striving for excellence to serve them. He recognized Lt. Mike McCann, Community Services Technician Staci Sanchez, and Police Sergeant Aaron Sidenberger for their work on the reaccreditation as well as their work on the TCOLE audit and then recognized the whole team for their work throughout they year to keep accreditation status.*

## 7. **Consent Agenda**

**A motion was made by Councilmember Joe Rea, seconded by Councilmember Jason Biesenbach, that the following items be approved on the Consent Agenda. The motion carried by the following vote:**

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- a. [25-207](#) Minutes of the March 18, 2025 City Council Meeting.
- This Minutes were approved.**
- b. [25-226](#) Check Report March 15, 2025 through March 28, 2025.

**The Check Report was acknowledged.**

- c. [25-156](#) Ordinance on second reading amending the Seguin Code of Ordinance, Chapter 90, amending Section 131 and 132; 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, PE, MPA, CFM - Director of Engineering & Capital Projects

**This Ordinance was adopted.**

Enactment No: ORD 2025-014

- d. [25-173](#) Ordinance on second reading amending the Fiscal Year 2025 General Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**This Ordinance was adopted.**

Enactment No: ORD 2025-015

- e. [25-174](#) Ordinance on second reading amending the Fiscal Year 2025 Utility Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**This Ordinance was adopted.**

Enactment No: ORD 2025-016

- f. [25-175](#) Ordinance on second reading amending the Fiscal Year 2025 Special Revenue Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**This Ordinance was adopted.**

Enactment No: ORD 2025-017

- g. [25-176](#) Ordinance on second reading amending the Fiscal Year 2025 Debt Service Fund Budget of the City of Seguin and declaring an effective date. - Susan Caddell, Director of Finance

**This Ordinance was adopted.**

Enactment No: ORD 2025-018

- h. [25-195](#) Resolution authorizing a tax exemption for maintenance of the Recorded Texas Historic Landmark at 308 S. Erkel Avenue. - Kyle Kramm, Main Street & CVB Director/HPO

**This Resolution was approved.**

Enactment No: RES 2025R-074

- i. [25-196](#) Resolution authorizing a tax exemption for maintenance of the Recorded Texas Historic Landmark at 617 North Guadalupe Street. - Kyle Kramm, Main Street & CVB Director/HPO  
**This Resolution was approved.**  
Enactment No: RES 2025R-075
- j. [25-199](#) Resolution authorizing execution of a Professional Services Agreement with Best EMS; approving the appointment of Justin Norheim, D.O. as the Medical Director for Seguin Fire Department; authorizing notice of termination to the current Medical Director; and declaring an effective date. - Dale Skinner, Fire/EMS Chief  
**This Resolution was approved.**  
Enactment No: RES 2025R-076
- k. [25-206](#) Resolution authorizing the City Manager to execute an agreement with Data Projections, Inc. regarding a Texas Department of Information Resources cooperative purchasing quote in the amount of \$70,212.93 for the purchase, delivery, and installation of new audio equipment including speakers and amps at the Seguin Coliseum; and declaring an effective date. - Jack Jones, Director of Parks and Recreation  
**This Resolution was approved.**  
Enactment No: RES 2025R-077
- l. [25-211](#) Resolution authorizing the City Manager to enter into a Professional Service Agreement in the amount of \$85,000 with TRC Engineers, Inc. for the Texas Department of Agriculture 2025-2026 Community Development Fund Project; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM, Director of Engineering and Capital Projects  
**This Resolution was approved.**  
Enactment No: RES 2025R-078
- m. [25-216](#) Resolution authorizing the purchase of two vehicles for the Water Utilities Department replacement of unit 504 in the amount of \$76,686 & unit 518 in the amount of \$76,686; and declaring an Effective Date. - Steven Purchase, Fleet Manager  
**This Resolution was approved**  
Enactment No: RES 2025R-079

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

- a. [ZC 02-25 CC](#) Ordinance on second reading to consider a zoning change from Single Family Residential (R-1) to Duplex High Density (DP-2) for the

property located at 805 N. Olive St., Property ID: 16480, (ZC 02-25). - Pamela Centeno, Director of Planning and Codes

*Director of Planning and Codes Pamela Centeno informed that the City received a zoning change request for a vacant property located at 805 N. Olive Street to rezone from Single Family to Duplex High Density (DP-2). She stated that several comment response forms in opposition of the zoning change were received by staff and there is opposition from the neighboring property owner. She explained that the immediate vicinity around the property is single family, but the Future Land Use Plan allows for a mix of zoning. There are several areas near the proposed zone change where the proposed use is consistent with what is already occurring in that neighborhood, but the uses predate zoning so they are grandfathered. After holding a Public Hearing, the Planning and Zoning Commission voted 7-1 to recommend approval of the zone change request.*

*Mayor Dodgen opened the Public Hearing at 5:56 P.M.*

*There being no public comment, Mayor Dodgen closed the Public Hearing at 5:56 P.M.*

*Councilmember Carlsson asked if there is a structure on the property currently and Mrs. Centeno confirmed that there was not, it is vacant. Councilmember Carlsson also asked if there is a restriction on parking and Mrs. Centeno informed that duplex zoning requires 4 off street parking spaces while a single family residence is only required to have 2 off street parking spaces. Lastly, Councilmember Carlson asked what the reasons mentioned for the opposition and Mrs. Centeno replied that there were density and parking concerns as well as the concern that it would bring in more renters to the neighborhood.*

*Councilmember Eveld asked if these zoning changes are always granted. Mrs. Centeno explained that this request went through the zoning process. Some requests get recommended for approval and some for denial. Eveld asked if the City has a policy for renter vs. owner occupied units and Mrs. Centeno responded that the City does not regulate if a unit is renter versus owner occupied, they use the Future Land Use Plan as a guide.*

*Councilmember Lievens asked if duplex zoning has any fencing requirements and Mrs. Centeno confirmed that it did not.*

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

**Presiding:** 1 - Mayor Dodgen

**Nay:** 1 - Councilmember Eveld

**Aye:** 7 - Councilmember Rea, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: ORD 2025-021

**b. [ZC 04-25 CC](#)**

Ordinance on second reading to consider a zoning change from Commercial (C) and Single-Family Residential (R-1) to Neighborhood Commercial (NC) zoning for the property located at 905 W. Court St., Property ID: 46106, (ZC 04-25). - Pamela Centeno, Director of

## Planning & Codes

*Director of Planning and Zoning Pamela Centeno informed that the City received a zoning change request for property located at 905 W. Court Street. The property has an existing single-family residential home and is located near TLU. She explained the property has split zoning, a portion of the property is zoned commercial and a portion is zoned single family. The request is to rezone the property to Neighborhood Commercial, which would allow the property owner to use the house as a home, but also convert it to a commercial use as long as it meets building and parking regulations. Following their Public Hearing, the Planning and Zoning Commission voted 8-0 to recommend approval of this zone change request.*

*Mayor Dodgen opened the Public Hearing at 6:05 P.M.*

*There being no public comment, Mayor Dodgen closed the Public Hearing at 6:05 P.M.*

*Councilmember Lievens said that the owner is aware of the requirements and has voiced that she wants to open up a dojo in the house. He asked if the owner wanted to also live there if she would need a Specific Use Permit and Mrs. Centeno confirmed that she would. He also asked if the house is considered a historical structure and Mrs. Centeno answered it is not.*

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: ORD 2025-022

**c. [25-181](#)**

Ordinance on second reading to consider the proposed addition of Chapter 6 - Sign Regulations to the Unified Development Code (UDC) to replace the current sign regulations in Chapter 82 of the Code of Ordinances, including amendments to the fee schedule in Appendix C of the Code of Ordinances. - Pamela Centeno, Director of Planning and Codes

*Director of Planning and Codes Pamela Centeno informed that the Planning Department set a goal over the past year to update the entire sign ordinance because small amendments often lead to conflicts. She explained that the new regulations were drafted in-house with the help of Armando Guerrero, Melissa Davis, Kyle Warren, and Shelly Jackson. If approved, the new regulations will move to Chapter 6 of the Unified Development Code, replacing the existing Chapter 82 of the Code of Ordinances.*

*Mrs. Centeno presented on the proposed changes to the ordinance, including to permit digital billboards on billboards, pole signs, and monument signs and to allow multi-tenant pole signs. Additionally, she explained that because the regulations will be in the Unified Development Code, sign variances will go to the Planning and Zoning Commission and can be appealed to City Council.*

*Mayor Dodgen commented that her first committee she had served on for the City*

was the sign committee.

Councilmember Carlsson asked if there is a limit to signs that can be put out, specifically by the new subdivision on Rudeloff Rd. Mrs. Centeno answered that ground signs allowed in all zoning districts, 1 per 100' of street frontage. Councilmember Carlsson commented that he was concerned that by limiting feather signs for small businesses to 1 per 100' the City is restricting their ability to advertise they are there.

Councilmember Biesenbach declared that he is a property rights advocate and believes that property owners should be able to do whatever they want with their property. He asked why the digital billboard size would be more limited than a standard billboard. Additionally, he mentioned that the proposed regulations would limit banners to 60 days and was concerned about how that would effect businesses like The Schoolyard who advertise their tenants by hanging banners on the fence. He suggested that the regulation be more on about the condition of the banner, not so much a calendar day.

Mayor Dodgen commented that this is a living document and it can always be edited and re-edited if something is found to not work.

Councilmember Biesenbach also commented that the proposed regulations limit real estate signs to one sign per lot, but if the lot is a corner lot it might make sense to have two signs. He then asked if prohibited signs included magnet signs on the side of vehicles or trailers. Mrs. Centeno responded that it did not and offered that the intent was to stop someone from parking a truck with a huge sign on it in the middle of a vacant lot and leaving it. She said that she would work on the language to try to make that more clear for the second reading.

Mayor Dodgen opened the Public Hearing at 6:55 P.M.

There being no public comments, Mayor Dodgen closed the Public Hearing at 6:55 P.M.

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

**d. [25-210](#)**

Resolution authorizing the City Manager to approve a professional services agreement with TRC Engineers, Inc. for engineering services related to the Ground Water / Surface Water Interconnect Project; and declaring an effective date. - Terri Lynn Ruckstuhl, Senior Utilities Engineer.

Councilmember Gaytan excused himself from the dais at 6:55 P.M.

Utility Engineer Terri Ruckstuhl explained that the Ground Water / Surface Water Interconnect Project includes a new 18-inch water line to connect to the existing 18-inch surface water line near New Braunfels Street and 8th Street. This project will connect the Surface Water System to the Lower Pressure Plane and provide the ability to transfer water supplies within the distribution system. Mrs. Ruckstuhl



*informed that TRC Engineers, Inc provided a professional engineering services proposal in the amount of \$299,916.00 for project management, engineering design services, bidding phase, construction phase, and project close out services and City staff recommends approval.*

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 7 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

**Abstain:** 1 - Councilmember Gaytan

Enactment No: RES 2025R-080

**e.**     [25-223](#)

Resolution authorizing the City Manager to execute an ATM Lease Agreement between the City of Seguin and Wells Fargo Bank, N.A. - Josh Schneuker, Director of Economic Development

*Councilmember Gaytan returned to the dais at 6:58 P.M.*

*Director of Economic Development Josh Schneuker reminded that Wells Fargo is preparing to relocate to a new branch later this spring. To ensure continued ATM service at this site, the City of Seguin and Wells Fargo propose entering into an ATM Lease Agreement. Mr. Schneuker explained that the lease would commence on May 1st and is set to expire eighteen months later. The monthly rent would be set at \$750 per month, \$9,000 annually. He informed that the lease may be terminated by either party with a 60 day notice.*

*Councilmember Biesenbach thanked Mr. Schnueker and City Manager Steve Parker for pushing this item through quickly.*

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

**f.**     [25-224](#)

Resolution approving an amendment to the Fiscal Year 2025 for the Seguin Economic Development Corporation Budget. - Josh Schneuker, Director of Economic Development

*Director of Economic Development Josh Schneuker stated that the Seguin Economic Development Corporation (SEDC) voted at their March 18th meeting to amend the SEDC budget. The budget amendment includes a transfer of \$289,650 from the SEDC's Fund Balance for debt service payments due in FY25 for the Government Capital Corporation loan. It also includes a transfer of \$1,290,746 from the SEDC's Fund Balance to the Incentive & Infrastructure Fund to support. The balance of the Incentive & Infrastructure Fund after the transfer will be approximately \$3.1M.*



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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

**9. Closed Session**

**Mayor Dodgen recessed the Open Session and convened into Closed Session at 7:01 PM.**

- a. [25-227](#) Section 551.071(2) and 551.072 - Consultation with Attorney and Deliberation Regarding Real Property - To deliberate property located:
- Along the intersection of FM 20 and SH 123
  - Near Gateshead Drive
- Possible Action may follow in Open Session.

**10. Reconvene into Open Session and Take Action on Closed Session Items if necessary**

**Mayor Dodgen adjourned Closed Session and reconvened into Open Session at 7:16 P.M.**

- c. [25-222](#) Resolution declaring a necessity for the acquisition of a 0.39-acre permanent utility easement on a tract of land out of the J. Sowell Survey, A-35, Guadalupe County, Texas, out of the Meadows at Nolte Farms Phase II and being over, through, and across a called 0.60-acre tract of land (Tract F) dedicated for drainage and utility use, conveyed to Nolte Farms Master Community, Inc described by an instrument recorded in Document Number 2016027890 of the Official Public Records of Guadalupe County, Texas, and being more particularly described by metes and bounds and shown in Exhibit A attached hereto and incorporated herein for all purposes for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater, and reuse water transmission lines and related above and below ground appurtenances near Gateshead Drive to increase wastewater service capacity to the area and authorizing the institution of condemnation proceedings to acquire said property interests to the extent negotiations are unsuccessful. - Connie Real, Real Estate Manager

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-085

**b.**     [25-221](#)

Resolution declaring a necessity for the acquisition of a 2.01-acre permanent utility easement and a 0.23-acre temporary construction easement on a tract of land out of the J. Sowell Survey, A-35, Guadalupe County, Texas, and being out of a called 4.23-acre tract of land (Tract E) dedicated for the drainage and utility use, conveyed to Nolte Farms Master Community, Inc described by an instrument recorded in Document Number 2016027809 of the Official Public Records of Guadalupe County, Texas, and being more particularly described by metes and bounds and shown in exhibit A attached hereto and incorporated herein for all purposes for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater and reuse water transmission lines and related above and below ground appurtenances near Gateshead Drive to increase wastewater service capacity to the area and authorizing the institution of condemnation proceedings to acquire said property interests to the extent negotiations are unsuccessful. - Connie Real, Real Estate Manager

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-084

**a.**     [25-220](#)

Resolution declaring a necessity for the acquisition of a 0.266-acre permanent utility easement and a 0.171-acre temporary construction easement on a tract of land out of the Margarita Cherino, Survey Number 20, Abstract Number 10, Guadalupe County, Texas, and being out the remainder of a 95.65 tract, as conveyed to Roy Schulmeier, by deed by independent executor under a will as recorded in Volume 15555, Page 877, of the Official Public Records of Guadalupe County, Texas, and being more particularly described by Metes and Bounds and shown in Exhibit A attached hereto and incorporated herein for all purposes for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater, and related above and below ground appurtenances along the intersection of FM20 to improve service capacity to the area and authorizing the institution of condemnation proceedings to acquire said property interests to the extent the negotiations are unsuccessful.

- Connie Real, Real Estate Manager

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-083

**11. Adjournment**

**Mayor Dodgen adjourned the meeting at 7:23 P.M.**

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Donna Dodgen, Mayor

ATTEST:

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Kristin Mueller, City Secretary