



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes

City Council

Tuesday, May 21, 2024

5:30 PM

Council Chambers

1. **Call to Order**

In honor of his tenth birthday, Jackson Biesenbach called the meeting to order at 5:30 P.M.

2. **Invocation - Mayor Pro Tem Monica Carter**

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

4. **Roll Call**

Present: 8 - Councilmember Joe Rea, Councilmember Sonia Mendez, Councilmember Jim Lievens, Councilmember Chris Rangel, Councilmember Paul Gaytan, 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.

Ryan Douglas, 510 Pecos Circle, New Braunfels, informed that he has children living in Seguin and spoke in favor of the City funding a recreation center, something similar to Das Rec in New Braunfels. He opined that Seguin is in need of affordable, indoor recreation facilities. He thanked Mr. Parker for calling him to speak with him and thanked the councilmembers who responded to his email.

Parks and Recreation Director Jack Jones invited everyone to attend the grand opening and ribbon cutting for the Kids Kingdom playground on Friday, May 24, 2024 at 10 a.m. He thanked H-E-B and Niagara water for sponsoring the event.

Councilmember Biesenbach invited everyone to attend the Battle of the Badges Softball Game between Seguin and New Braunfels Police Departments on Friday, May 31, 2024 at Smokey Joe Williams Field. The River Monsters will play after the Battle of

the Badges. Also, he wished his son Jackson a Happy 10th Birthday.

Mayor Dodgen wished Jackson Biesenbach a Happy Birthday and everyone in the audience sang Happy Birthday to Jackson. She also announced that it is Flood Awareness Week and Public Works Week in Seguin.

6. Presentation

- a. City of Seguin Financial Reports for the Six Months Ended March 31, 2024 - Susan Caddell, Director of Finance

Indexes:

Attachments: [March 31, 2024 COS Financials](#)
 [March 31, 2024 Power Point](#)

Finance Director Susan Caddell presented the Six Month Financial Report for Period Ended March 31, 2024 and answered questions accordingly.

7. Consent Agenda

A motion was made by Councilmember Biesenbach, seconded by Councilmember Keller, that the Consent Agenda items be approved. The motion was carried by the following vote:

Presiding: 1 - Mayor Dodgen

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

- a. Minutes of the May 7, 2024 City Council Regular Meeting

Indexes:

Attachments: [CCMeeting.Minutes May 7, 2024](#)

This Minutes was approved.

- b. Check Report May 4, 2024 through May 17, 2024

Indexes:

Attachments: [Check Report 05042024-05172024](#)

The check report was acknowledged.

- c. Board and/or Committee Appointment - Mayor Donna Dodgen
a. Building and Standards Commission

Indexes:

Attachments: [BoardApplication.BS. Tomas Hernandez_Redacted](#)

This Appointment was approved.

- d. Resolution authorizing the purchase of two 15' Eagle Flex-Wing Shredders for Public Works from Alamo Industries in the amount of \$50,000 and declaring an effective date. John Donnelly, Public Works Director

Indexes:

Attachments: [Memo New Shredders 05-17-2024](#)
 [Quote New Shredders Alamo Industries](#)
 [Resolution New Shredders Alamo Industries](#)

This Resolution was approved.

Enactment No: RES 2024R-112

- e. Resolution of the City Council for the City of Seguin, Texas, ratifying submission of a grant application in response to the Department of Homeland Security, Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant program. - Kathy Wood, Grant Administrator.

Indexes:

Attachments: [MEMO FY23 SAFER Application](#)
 [RESOLUTION FY23 SAFER Application](#)

This Resolution was approved.

Enactment No: RES 2024R-113

- f. Ordinance on second reading to consider amending the City of Seguin's Unified Development Code Section 1.2, Section 2.10, Sections 4.1-4.7, and Section 5.1 concerning floodplain and stormwater management; providing for an effective date; providing for publication of this ordinance

Indexes:

Attachments: [2024.05.07 Council Memo](#)
 [2024.05.07 Resolution](#)
 [Revised UDC](#)

This Ordinance was adopted.

Enactment No: ORD 2024-026

8. Action Items - Discussion and Possible Motion to Approve

- a. Approval of Quarterly Investment Report for Quarter Ended March 31, 2024 - Susan Caddell, Director of Finance

Indexes:

Attachments: [Investment Report Memo March 31, 2024](#)
 [Investment Report March 31, 2024](#)

Finance Director Susan Caddell presented the Quarterly Investment Report for Quarter Ended March 31, 2024 and answered questions accordingly.

A motion was made by Mayor Pro Tem Carter, seconded by Councilmember Rangel, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

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

- b.** An Ordinance amending the Fiscal Year 2024 General Fund budget of the City of Seguin, Texas - Susan Caddell, Director of Finance

Indexes:

Attachments: [MEMO Rudeloff Road Federal Portion](#)
[Rudeloff Road Federal Portion](#)

Finance Director Susan Caddell explained that this budget amendment was needed to allocate the federal funding for Phase 1 of the Rudeloff street project.

A motion was made by Councilmember Lievens, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

- c.** Resolution authorizing the award of a bid for an insertion valve kit and small hydraulic power pack unit for the Water / Wastewater Maintenance Department in an amount not to exceed \$75,925.61; and declaring an effective date - Timothy J. Howe, Director - Water / Wastewater Utilities

Indexes:

Attachments: [Council Memo 5-21-2024](#)
[Resolution 5-21-2024](#)
[Insertion Valve Kit and Hydraulic Power Pack Bid Tabulation](#)

Water and Waste Water Director Tim Howe explained that an insertion valve kit and small hydraulic power pack unit will allow his department to leverage technology to improve customer service as it will allow them to install a waterline while it is under pressure. The City received two bids for this equipment. City Staff recommended award to Advanced Valve Technologies who submitted the low bid of \$75,925.61. Mr. Howe stated that this equipment was approved in the FY24 Utilities Capital Equipment budget and is funded using Utility Fund Balance.

A motion was made by Councilmember Biesenbach, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-114

- d. Resolution authorizing the City Manager to enter into a Professional Services contract with Lowery Property Advisors, LLC for professional services related to property appraisals as a part of the real estate acquisition for the construction of wastewater line improvements to the River Oak interceptor and Pecan Orchard Lift Station Expansion project; and declaring an effective date - Timothy J. Howe, Director - Water/Wastewater Utilities

Indexes:

Attachments: [Proposal City of Sequin River Oaks WW Line Resolution \(LPA\)](#)

Water and Waste Water Director Tim Howe explained that the City needs to complete appraisals as part of the real estate acquisition for the River Oak Interceptor and Pecan Orchard Lift Station Expansion Project. Staff recommends approval of a Professional Services contract with Lowery Property Advisors, LLC to perform those appraisals in the amount not to exceed \$150,000 for approximately fifty parcels.

A motion was made by Councilmember Rangel, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-115

- e. Resolution authorizing the purchase of various sized insertion valves specific for use with an Advance Valve Technology's insertion valve kit and small hydraulic power pack unit for the Water / Wastewater Maintenance Department in an amount not to exceed \$79,500.00; and declaring an effective date - Timothy J. Howe, Director - Water / Wastewater Utilities

Indexes:

Attachments: [Council Memo 5-21-2024](#)
[Resolution 5-21-2024](#)
[Sole Source Letter](#)
[CoSequin - 051424 - Valves_V1](#)

Mr. Howe explained that by approving the insertion valve kit and hydraulic power pack unit purchase two agenda items ago, the purchase of various sized valves used with that specific equipment is necessary. Currently, when there is a water leak about 40 valves have to be closed, impacting many customers. This equipment will allow the

insertion of a valve near the leak to lower the amount of valves needing to be closed, lessening the number of residents impacted when a leak happens.

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

Presiding: 1 - Mayor Dodgen

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

Enactment No: RES 2024R-116

f.

Resolution of the City Council of Seguin, Texas, authorizing an annual contract for the purchase of water treatment liquid aluminum sulfate and declaring an effective date - Ashley Bruns, Purchasing Manager

Indexes:

Attachments: [MEMO Alum Sulfate Contract](#)
 [Bid Tab](#)
 [Resolution Aluminum Sulfate](#)

Purchasing Manager Ashley Bruns stated that bids were solicited for an annual contract to provide the water treatment chemical liquid aluminum sulfate for use by the Water Utilities Department. Five bids were received and Staff recommends award to Univar USA, who submitted the lowest bid of 0.101 cents per pound. The annual estimated cost is approximately \$77,568 and funding for this expense is included in the Water Utilities' operating budget.

A motion was made by Councilmember Carter, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R-117

g.

Resolution of the City Council for the City of Seguin, Texas, ratifying submission of an abridged application to the Texas Water Development Board for the Flood Infrastructure Fund program. - Kathy Wood, Grant Administrator.

Indexes:

Attachments: [MEMO FY24 FIF Abridged Application](#)
 [RESOLUTION FY24 FIF Abridged Application](#)

Grants Administrator Kathy Wood informed that the City has applied to the Texas Water Development Board's Flood Infrastructure Fund in response to a recent request for phase 1 abridged applications. If selected, the City will be asked to submit phase 2

of the application. If awarded, the City would receive \$1.2M as a 0% loan or grant with no matching funds required.

A motion was made by Councilmember Carter, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

Enactment No: RES 2024R118

- h.** Ordinance on first reading amending the designation and use of curb loading zones; authorizing city staff to prepare this Ordinance as a supplement to the Code of Ordinances; providing for a severability clause; providing for publication; and declaring an effective date. - Jennifer Shortess, P.E., CFM Assistant Director of Engineering & Capital Projects

Indexes:

Attachments: [Memo Loading Zones](#)
[Loading Zone Ordinance](#)
[Loading Zones Exhibit](#)

Assistant Director of Engineering & Capital Projects Jennifer Shortess reminded that City Council requested Staff amend Section 98-97 of the Code of Ordinances to designate curb loading zones. She explained that designating specific areas as curb loading zones will help with enforcement. While 3 of the 4 proposed locations already have curb loading zone signage, it cannot be enforced without being adopted by ordinance.

Councilmember Keller asked if a loading time limit is stated on the sign and Ms. Shortess responded no, there is not a time limit for loading on the sign.

Councilmember Rangel asked if it will be loading/unloading only from Mountain to Bowie and she clarified where the curb loading zones begin and end at Saegert.

A motion was made by Councilmember Gaytan, 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 Mendez, Councilmember Lievens, Councilmember Rangel, Councilmember Gaytan, Councilmember Carter, Councilmember Biesenbach, and Councilmember Keller

9. Closed Session

Mayor Dodgen convened into Closed Session at 6:07 P.M.

- a.** Pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney) the Seguin City Council will convene into Closed Session to

deliberate and/or consult with and seek advice from its attorney(s) regarding:

1. Ongoing and/or contemplated litigation involving the City of Seguin as a party.

2. Procedural Matters associated with City Council

Possible action may follow in Open Session.

Indexes:

10. Reconvene into Open Session and Consider Action on Items as a Result of Closed Session, if Necessary

Mayor Dodgen reconvened into Open Session at 6:49 P.M.

No action was taken as a result of Closed Session.

11. Adjournment

Mayor Dodgen adjourned the meeting at 6:49 P.M.

Donna Dodgen, Mayor

Attest:

Kristin Mueller, City Secretary