



# City of Seguin

210 E. Gonzales Street  
Seguin TX, 78155

## Meeting Minutes

### City Council

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Tuesday, March 3, 2020

5:30 PM

Council Chambers

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#### 1. Call to Order

*The City Council met in a REGULAR Called Meeting on Tuesday, March 3, 2020 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Don Keil presiding.*

#### 2. Invocation - Council Member Chris Aviles

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

#### 4. Roll Call

**Present:** 7 - Council Member Mark Herbold, Council Member Ernest Leal, Council Member Jeannette Crabb, Council Member Chris Rangel, Council Member Jeremy Roy, Council Member Penny Wallace, and Council Member Chris Aviles

**Presiding:** 1 - Mayor Don Keil

**Absent:** 1 - Council Member Fonda Mathis

#### 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. Discussion of any item not on the agenda 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.**

*Name: Julian Leal  
Address: 849 Prexy  
City: Seguin*

*Mr. Leal inquired why there are two polling locations for Seguin in New Braunfels. Mayor Keil advised that this is a County Election and there are approximately 20,000 people who live in New Braunfels which is partially located in Guadalupe County.*

*Chief Skinner personally invited everyone to attend the Fire Citizen Academy with classes to begin Thursday, March 5, 2020.*

*Councilmember Aviles extended gratitude to the Seguin Police department for their*

*outstanding work.*

## 6. Presentation

### a. [20-091](#)

Presentation of FY2019 Audit Report - Nancy Vaughan, Armstrong, Vaughan and Associates, P.C.

*Nancy Vaughan of Armstrong, Vaughan & Associates presented a Comprehensive Annual Financial Report for the fiscal year ended September 30, 2019. The report is presented in three sections: introductory, financial, and statistical. The report includes all funds of the City. 2019 was a very successful year for the City of Seguin and the Seguin Economic Development Corporation.*

*Long Term Financial Planning:*

*The City issued \$305,000 in Tax Anticipation Notes to provide funding for the purchase of larger pieces of equipment. The City also issued 2019 General Obligation Bonds in the amount of \$14,570,000 to provide for the refunding of the 2010 Utility Revenue Bonds (\$7,240,000 outstanding) and 2010 Certificates of Obligation (\$9,850,000 outstanding).*

*Internal Control:*

*Management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles for local governments as prescribed by the GASB, FASB, and AICPA.*

*Budgeting Controls:*

*The City maintains budgetary controls. As demonstrated by the statements and schedules included in the financial section of this report, the City continues to meet its responsibility for sound management.*

*Financial Rating:*

*The City's bond rating for Fitch Ratings and Standard & Poor's is AA/Stable Outlook for both the General Obligation Bonds & Utility Revenue Bonds.*

*Ms. Vaughan announced her retirement later this year but introduced Debra Fraiser, who will work with Seguin. Ms. Vaughan complimentary of the City of Seguin Finance Department.*

*Susan Caddell, Director of Finance thanked Ms. Vaughan for her professionalism and support all the years.*

## 7. Consent Agenda

**A motion was made by Council Member Herbold, seconded by Council Member Crabb, that the Consent Agenda be approved. The motion carried by the following vote:**

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

a. [20-086](#)

City Council Meeting Minutes of February 18, 2020

**The minutes of February 18, 2020 were approved.**

b. [20-077](#)

Ordinance on second and final reading amending the Fiscal Year 2020 Special Revenue Fund Budget of the City of Seguin, Texas; and declaring an effective date

**This Ordinance was adopted**

Enactment No: ORD 2020-015

c. [20-066](#)

Ordinance on second and final reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article IV, Standards of Care for Youth Recreation Programs; 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

**This Ordinance was adopted**

Enactment No: ORD 2020-016

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

a. [ZC-02-2020](#)

Public Hearing and Ordinance on first reading to consider a Zoning Designation to Single Family Residential 2 (R-2) for approximately 88.3 acres of property located on Cordova Road (ZC 02-2020) - Pamela Centeno, Director of Planning & Codes

*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.*

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

b. [20-089](#)

Public Hearing and Ordinance on first reading to consider Annexation into the

Seguin City Limits on the request of the property owner for an area of land located on Cordova Rd, being approximately 94.2 acres of land in Guadalupe County, Texas and in the Seguin ETJ, including approx. 1.23 of right-of-way on Cordova Rd; and declaring an effective date - Pamela Centeno, Director of Planning & Codes

*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.*

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

c. [20-090](#)

Public Hearing and Ordinance on first reading to consider Annexation into the Seguin City Limits on the request of the property owner for an area of land located on Rudeloff Rd, being approximately 153.125 acres of land in Guadalupe County, Texas and in the Seguin ETJ; and declaring an effective date - Pamela Centeno, Director of Planning & Codes

*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.*

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

d. [20-094](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) Office; and declaring an effective date - Kathy I. Wood, Grants Administrator

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2020-021

e. [20-095](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the U.S. Department of Homeland Security, Federal Emergency Management, Assistance to Firefighters Grant Program - Kathy I. Wood, Grants Administrator

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2020-022

f. [20-088](#)

Resolution approving the Schertz-Seguin Local Government Corporation budget amendment for FY2020 as approved in Resolution No. SSLGC-R20-03; and declaring an effective date - Amber Briggs, SSLGC General Manager

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2020-023

g. [20-079](#)

Resolution of the City Council of Seguin Texas, approving a Professional Service Contract in the amount of \$61,342.00 to The Dannenbaum Engineering Company - Austin, LLC. for a Floodplain Study of Mays Creek; and declaring an effective date - David Rabago, P.E., City Engineer

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2020-024

h. [20-092](#)

Ordinance on first reading amending the fiscal year 2020 General Fund

Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

i. [20-093](#)

Ordinance on first reading amending the fiscal year 2020 Utility Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

j. [20-096](#)

Ordinance on first reading amending the Fiscal Year 2020 Special Revenue Fund Budget of the City of Seguin, and declaring an effective date - Susan Caddell, Director of Finance

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

k. [20-097](#)

Ordinance on first reading amending the Fiscal Year 2020 Debt Service Budget of the City of Seguin, Texas, and declaring an effective date - Susan Caddell, Director of Finance

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

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

I. [20-087](#)

Appointment to Boards and/or Committees

- a. Building & Standards Commission
- b. Historic Preservation & Design Commission
- c. Seguin Public Library Advisory Board
- d. Zoning Board of Adjustments

**A motion was made by Council Member Crabb, seconded by Council Member Herbold, that this Appointment be approved. The motion carried by the following vote:**

**Presiding:** 1 - Mayor Keil

**Aye:** 7 - Council Member Herbold, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

9. **Acknowledgment of Bills**

*The bills were acknowledged.*

a. [20-085](#)

Check Report: February 17, 2020 through February 28, 2020

10. **Executive Session**

*The regular meeting was recessed and the council went into Executive Session at 6:10 pm.*

a. [13-053](#)

Deliberation regarding Economic Development Negotiations in accordance with Section 551.071 and 551.087 - Steve Parker, City Manager

b. [13-048](#)

Consultation with City Attorney in accordance with Section 551.071 and Section 551.072 regarding Deliberation on Real Property, Easements and Right-of-Way access for several projects - Andrew Quittner, City Attorney

11. **Reconvene into Open Session and take any necessary action relating to the Executive Session as described above.**

*The regular meeting reconvened at 6:22 p.m.*

12. **Adjournment**

*There being no further business before the council the meeting adjourned at 6:22 pm.*

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**Don Keil, Mayor**

**Attest:**

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**Naomi Manski, City Secretary**