



It's real.

City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda

City Council

Tuesday, February 4, 2025

5:30 PM

Council Chambers

This meeting can be viewed lived at:
<https://cityofseguintx.legistar.com/>

1. **Call to Order**
2. **Invocation - Rev. Canon Stanislaw Fiuk, St. James Catholic Church**
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. **Presentation**
 - 25-060** Recognition of Clarence Smith, Director of Electric Utilities, upon his retirement. - Donna Dodgen, Mayor
Attachments: [Certificate - Clarence Smith](#)
 - 25-078** Proclamation declaring the month of February 1-28, 2025 as Career & Technical Education Month in Seguin, Texas. - Donna Dodgen, Mayor
Attachments: [Career & Technical Education Month Proclamation](#)
 - 25-075** Annual Seguin Police Department 2024 Racial Profiling/Citizen Contact Report. - Jason Brady, Police Chief

Attachments: [2025 City Council Racial Profiling Presentation for CY 2024 \(1\)](#)
[TCOLE Submitted Report 01292025](#)

7. **Consent Agenda**

[25-074](#) Minutes of the January 21, 2025 City Council Regular Meeting.

Attachments: [CC Minutes 01212025](#)

[25-079](#) Check Report January 18, 2025 through January 31, 2025.

Attachments: [Check Report 01182025 - 01312025](#)

[25-056](#) Boards and/or Commission Appointment - Mayor Donna Dodgen
a. Guadalupe Regional Medical Center Board

Attachments: [Board Appointments February 4, 2025](#)

[BoardApplication.PennyFollis.GRMC_Redacted](#)

[25-061](#) Approval of reports for the quarter ended December 31, 2024 for the following organizations that receive Occupancy Tax funding. - Susan Caddell, Director of Finance

- a. Seguin Conservation Society
- b. Mid-Texas Symphony
- c. Teatro de Artes de Juan Seguin
- d. Seguin-Guadalupe County Hispanic Chamber of Commerce
- e. Seguin Heritage Museum
- f. Guadalupe County Fair Association
- g. Seguin LULAC Council #682
- h. Seguin Art League
- i. The Fields of Huber Ranch, LLC

Attachments: [Quarterly Reports for Quarter Ended December 31, 2024](#)

[Reports for quarter ended 123124](#)

[25-053](#) 2025 Downtown Street Closures and Sales of Alcohol Requests. - Kyle Kramm, Main Street & CVB Director/HPO.

Attachments: [Memo Street Annual Closures 2025](#)

[25-014](#) Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Little League and the City of Seguin for use of the Little League Complex and "Smokey" Joe Williams Field; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Little League Memo for Facilities Use Agreement 2025-2026](#)

[Little League Facilities Use Agreement 2025-2026](#)

[Resolution for various Sports Providers Agreements](#)

[25-015](#) Resolution authorizing the City Manager to execute a two-year Facilities

Use Agreement between the All Youth Sports Organization and the City of Seguin for use of the Seguin Softball 4-Plex and Manuel C. Castilla Park; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Memo for All Youth Sports Organization Facilities Use Agreement 2025-2026](#)
[All Youth Sports Facility Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)

[25-016](#)

Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Youth Soccer Club and the City of Seguin for the use of Park West and the Seguin Softball 4-Plex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Soccer Memo for Facilities Use Agreement 2025-2026](#)
[Soccer Facilities Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)

[25-017](#)

Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Youth Sports League and the City of Seguin for the use of Manuel C. Castilla Park; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Memo regarding a Facilities Use Agreement with the Seguin Youth Sports League](#)
[Seguin Youth Sports League Facilities Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)

[25-018](#)

Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Volleyball Association and the City of Seguin for use of the volleyball courts at the Seguin Events Complex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Volleyball Memo for Facilities Use Agreement 2025-2026](#)
[Volleyball Facilities Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)

[25-019](#)

Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement with Seguin Texas Adult Softball and the City of Seguin for use of the Seguin Softball 4-Plex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Memo for an Adult Softball League for a Facilities Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)
[Facilities Use Agreement Seguin Texas Adult Softball 2025-2026](#)

[25-020](#)

Resolution authorizing the City Manager to execute a Facilities Use Agreement between the City of Seguin, Texas and the Navarro Independent School District for use of the east side of Max Starcke Park

and the Starcke Park Golf Course; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Attachments: [Memo for Navarro Facilities Use Agreement 2025-2026](#)
[Navarro ISD Facilities Use Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)

[25-021](#)

Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement with Texas Lutheran University for use of the Starcke Park Golf Course and the Seguin-Saegert Pickleball Complex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation..

Attachments: [TLU Memo for Agreement 2025-2026](#)
[Resolution for various Sports Providers Agreements](#)
[Texas Lutheran University Facility Use Agreement 2025-2026](#)

[25-066](#)

Resolution authorizing the submission of a Juvenile Justice and Truancy Prevention grant application in conjunction with Seguin Youth Services to fund a truancy reduction, intervention, and prevention program. - Kate McCloud, Grants Administrator

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

[25-071](#)

Resolution authorizing the submission of an Urban Area Security Initiative-Regular grant application seeking funding for the Police Department to purchase a speed radar trailer with message board and license plate recognition camera. - Kate McCloud, Grants Administrator

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

[25-072](#)

Resolution authorizing the submission of an Urban Area Security Initiative-LETPA grant application seeking funding for the Police Department to purchase a Tactical Armored Van. - Kate McCloud, Grants Administrator

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

[25-076](#)

Resolution authorizing the submission of a Department of Homeland Security, Federal Emergency Management Agency, Hazard Mitigation Grant Program grant application to fund structural drainage improvement to Walnut Branch Channel. - Kate McCloud, Grants Administrator

Attachments: [Agenda Item Memo - HMGP Severe Storms Walnut](#)
[Resolution to Apply TDEM HMGP Walnut](#)

[25-058](#)

Resolution authorizing the City Manager to execute an additional service proposal to the Professional Services Agreement in the amount of \$30,000 with Half & Associates, Inc. for Professional Services relating to the City's Municipal Separate Storm Sewer System (MS4) Permitting; and declaring

an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Attachments: [2025.02.04 MS4 Memo](#)
[2025.02.04 Resolution MS4 Permitting](#)
[Half Additional Services SWMP Proposal](#)
[Ms4 Newly Regulated Letter](#)

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

25-055

Resolution authorizing the renovation of the restrooms and the construction of a new range ball shed at Starcke Park Golf Course; and declaring an effective date. - Bruce Allen, Golf Manager

Attachments: [Restroom Renovation Contract Memo](#)
[Resolution - Restroom Renovation](#)
[Criteria Letter to City of Seguin 1-27-25](#)
[Starcke Park Restroom Remodel and New Ball Shed - 100% COMBINED SET](#)
[Starcke Park Golf Course RR Remodel & New Ball Shed-Bid Evaluation & Sum](#)

25-073

Resolution authorizing staff to issue a Request for Proposals to all qualified respondents to RFQ # AF-2025-18 - Kyle Kramm, Main Street & CVB Director/HPO

Attachments: [Council Memo - RFP Issuance](#)
[Resolution - Issue RFP](#)
[RFQ Evaluation Matrix AF-2025-18 - MASTER SUMMARY](#)

25-052

Resolution authorizing the City Manager to execute an Additional Service Proposal to the Professional Services Agreement in the amount of \$71,520 with Pape-Dawson Engineers for property descriptions for utility easements and illumination design for the Cordova Road Project CSJ#0915-46-052; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Attachments: [2025-02-04 Memo for Cordova Road Electric](#)
[2025-02-04 Resolution for Cordova Road Electric \(1\)](#)
[241217b2 \(P6545-24\) SA ASR 5 R1](#)

25-062

Resolution authorizing the City Manager to execute Change Order No. 16 in the amount of \$88,438.84 for additional costs due to utility upgrades to D&D Contractors, Inc. for the Milam Street Reconstruction Project; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Attachments: [2025.02.04 Milam Street CO Memo](#)
[Resolution Milam Street CO 16](#)
[Change Order No. 16 Waterline Adjustment](#)

- [25-043](#) Ordinance on first reading amending the Seguin Unified Development Code, Chapter 5, Section 5.4; 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, PE, MPA, CFM - Director of Engineering | Capital Projects
Attachments: [2025-02-04 Section 5.4 Memo](#)
[Section 5.4 Redlines](#)
[RAATG Table 1. Street Design Standards](#)
[2025-01 PZ Commission Report](#)
[2025-02-04 UDC Section 5.4 Ordinance Draft](#)
- [25-044](#) Public Hearing and possible action on amendments to the City of Seguin's Code of Ordinances Appendix C - Fee Schedule, Appendix A - Unified Development Code to amend the sidewalk fee-in-lieu when waiver is granted. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects
Attachments: [2025-02-04 Sidewalk Fee Memo](#)
[2025-02-04 Sidewalk Fee Ordinance Draft](#)
- [ZC](#)
[26-24 CC](#) Public Hearing and Ordinance on first reading to consider a zoning change from Multi-family High Density (MF-3) to Commercial (C) for a property located at the 2600-2700 block of State Highway 46 North, Property ID: 172978, (ZC 26-24). - Pamela Centeno, Director of Planning & Codes
Attachments: [Staff Memo ZC 26 24](#)
[Planning Commissioner Report and packet ZC 26 24](#)
[ZC 26-24 Ordinance](#)
[ZC2624 ExhibitA CC](#)
- [ZC](#)
[27-24 CC](#) Public Hearing and Ordinance on first reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for property located at 208 Preston Dr., Property ID: 21433, (ZC 27-24). - Pamela Centeno, Director of Planning & Codes.
Attachments: [Staff Memo ZC 27 24](#)
[ZC 27-24 Ordinance](#)
[Planning Commission Report and packet](#)
[ExhibitA CC](#)
- [ZC](#)
[28-24 CC](#) Public Hearing and Ordinance on first reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for the property located on Preston Dr., Property ID: 59022, (ZC 28-24). - Pamela Centeno, Director of Planning & Codes

Attachments: [Staff Memo ZC 28 24](#)
[ZC 28-24 Ordinance](#)
[Planning Commission Report and Packet](#)
[ExhibitA CC](#)

[ZC](#)
[29-24 CC](#)

Public Hearing and Ordinance on first reading to consider a zoning change from Commercial (C) and Agricultural-Ranch (A-R) to Public (P) for six properties located at the 2600 through 3000 block of N Guadalupe Street, Property IDs: 51463,51460, 51459, 51255, 51253, and 51251, (ZC 29-24). - Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 29 24](#)
[Planning Commission Report and packet](#)
[ZC 29-24 Ordinance](#)
[ZC2924 ExhibitA CC](#)

9. Closed Session

[25-077](#)

In accordance with Texas Government Code, Subchapter D, Section 551, the City Council may convene in a closed session to discuss any of the following items, any final action or vote taken will be in public:

Section 551.071(2) and 551.072 - Consultation with Attorney and Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person for Real Property located along or near FM 467, Deerslayer Drive, New Braunfels Street and or State Highway 123 associated with the Geronimo Creek Force Main project, Cowey & Elm Creek project, North Guadalupe GLO project in Guadalupe County, Texas. Possible action(s) may follow in Open Session.

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

11. 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 31st day of January 2025 at 3:00 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 Closed 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.