



# City of Seguin

210 E. Gonzales Street  
Seguin TX, 78155

## Meeting Minutes - Final

### City Council

---

Tuesday, January 17, 2023

5:30 PM

Council Chambers

---

#### Public & Virtual

#### 1. Call to Order

*The City Council met in a REGULAR Called Meeting on Tuesday, January 17, 2023 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Donna Dodgen presiding.*

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

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

#### 4. Roll Call

*Council Member Mark Herbold was present to observe the canvassing of the Run-Off Election and new Council Member Bill Keller take his seat for District 8.*

**Present:** 8 - Council Member Joe Rea, Council Member Sonia Mendez, Council Member Jim Lievens, Council Member Chris Rangel, Council Member Paul Gaytan, Council Member Monica N. Carter, Council Member Jason Biesenbach, and Council Member Bill Keller

**Presiding:** 1 - Mayor Donna Dodgen

#### 5. Action Items - Discussion and Possible Motion to Approve

##### a. [23-037](#)

Resolution of the City Council of the City of Seguin, Texas, canvassing returns and declaring results of the runoff election held on January 3, 2023 for the purpose of electing a City Council member for District 8; and declaring an effective date - Sam Aguirre, City Attorney

**Indexes:**

**Attachments:** [City of Seguin 1.3.23 Canvass Certificate](#)  
[City of Seguin Dist 8 Official Results 1.3.2023](#)  
[Resolution](#)

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Herbold

Enactment No: RES 2023-003

b. [23-032](#)

Administer the Oath of Office for Council Member District 8 - Mayor Donna Dodgen

**Indexes:**

**Attachments:** [BillKeller.Oath.District8](#)

[BillKeller.Statement.CC.District8](#)

*Mayor Donna Dodgen administered the Oaths of Office to newly elected official Bill Keller.*

**This Action Item was approved**

6. **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.**

*Bob Pees, 631 Royal Sage Dr, Seguin, Texas 78155; Mr. Pees stated that he believes the ACH and EFT charge when paying utility bills should be incorporated into the rate structure. Mr. Pees asked that this issue be placed on the agenda, and spoken over on it.*

*Becky Shroader, Public Health Nurse for Seguin, and Veronica Blair, Public Health Prevention Specialist, 312 S. Saunders, Seguin, Texas 78155; stating we are promoting "Its time Texas" It is throughout Texas, and it has been going on for eleven years, different cities are competing against each other for increase activity, increase healthy eating, and increase fluid intake. Flyers were passed out.*

*Paul Martin, 605 Elm St, Seguin, Texas 78155; Mr. Martin shared a thought related to Dr. King, stating Dr. King preached, taught, and politic. He was an amazing man, the greatest man ever. Mr. Martin also spoken on plastic bags, stating it is a sin to use the plastic bags continuing to say that it is projected by scientist that in 30 years there will be more plastic bags in the ocean than fish. Stating we need to re-use, and do not be wasteful, we can do better.*

*Gary Vaughan, 503 N Goodrich, Seguin, Texas 78155; Mr. Vaughan stated he was going to speak on golf. Mr. Vaughan states he is 100 percent in favor of going forward with renewing and remolding Starcke Park, stating it was a great study done by the National Golf Foundation, and mentioned it is going to be between six to eight million dollars and he is all for it, stating Seguin deserves it, as it is fixing a problem that has been being created for the last ten years, and feels that the management of the Golf*

course needs to change. Also addressing the Mayor and City Manager, Mr. Vaughan stated he will be requesting meeting with both of them to sit and discuss the problem with the Golf Course Management.

Thomas V. Castellon, 410 Gordon St., Seguin, Texas 78155, Mr. Castellon wanted to congratulate the new incoming City Council members, and also stated the City has in place guidelines for building a carport, but finds himself at a loss that he cannot build a carport with the length needed to cover his cars because of the set back requirements the city has in place. Mr. Castellon feels that is unfair, stating he has driven through Seguin and has seen other properties with nice long carports. Mr. Castellon feels that as a homeowner he should be allowed to build a carport to cover his cars.

## 7. **Presentation**

### a. [23-047](#)

Recognition of Andrew Quittner upon his retirement - Mayor Donna Dodgen

**Indexes:**

**Attachments:** [Retirement certificate Andrew Quittner](#)

Mayor Donna Dodgen presented Andrew Quittner with a plaque and gift from the City of Seguin. Public Works Director John Donnelly presented Andrew with a street name sign.

### b. [23-035](#)

Presentation of Step Plan, Lateral Program for sworn Fire and Police positions and Market Adjustment for Dispatch position - Kristy Lehnert, Director of Human Resources

**Indexes:**

**Attachments:** [2023 Step Pay Plan, Lateral Program and Market Adjustment Memo - Fire and Police](#)  
[Public Safety Pay Plan Presentation-Final](#)

Human Resource Director Kristy Lehnert, Fire Chief Dale Skinner, and Police Chief Jason Brady spoke on implementing the Step Plan/Lateral Plan Program for Fire and Police, with City Council approval at a later date. The program is utilized by most of the surrounding cities to hire and retain those qualified employees.

### c. [23-046](#)

Presentation regarding the Texas Department of Transportation Public Meeting on January 26th at the Big Red Barn in Seguin regarding the State Highway 46 Project from IH-35 to IH-10 - Melissa Reynolds, PE, CFM, Director of Engineering & Capital Projects

**Indexes:**

**Attachments:** [FINAL\\_SH46\\_Social Media Toolkit](#)

[1](#)

[2](#)

City Engineer Melissa Reynolds announced that TxDOT would be hosting a Virtual and

---

*Public Meeting Open House at the Big Red Barn, 390 Cordova Road, Seguin, Tx from 5:00 - 7:00 p.m. for future project on State Hwy 46 from I-35 to I-10.*

## 8. Consent Agenda

A motion was made by Council Member Carter, seconded by Council Member Rea, that this be approved on the Consent Agenda. The motion carried by the following vote:

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

### a. [23-011](#)

City Council Meeting Minutes of January 3, 2023

**Indexes:**

**Attachments:** [CC.MeetingMinutes.January3,2023](#)

**This Minutes was approved**

### b. [22-568](#)

Ordinance on second and final reading to consider amending the Code of Ordinances and the Unified Development Code (UDC), Chapter 2, Development Applications/ Development Review Process, and other associated sections of Chapters 1, 4, and 7 of the UDC, and Appendix C, Fee Schedule of the Code of Ordinances

**Indexes:**

**Attachments:** [CC Memo\\_DevelopmentProcess\\_Jan2023](#)

[Planning Commission Report](#)

[Ordinance\\_UDC\\_DevProcess\\_Final\\_withFees](#)

**This Ordinance was adopted**

Enactment No: ORD 2023-003

### c. [22-573](#)

Ordinance on second and final reading on amendments to the City of Seguin's Unified Development Code Chapter 4. Subdivisions and Appendix C Fee Schedule to increase flood hazard protections for existing and future residential property owners

**Indexes:**

**Attachments:** [2023.01 City Council Memo Subdivision Flood Hazard Prevention Ordinance](#)  
[UNIFIED DEVELOPMENT CODE - CHAPTER 4 \(2023.01 redlines\)](#)  
[2022-12-05 APPENDIX C - FEE SCHEDULE Redlines Floodplain](#)  
[PZ Memo Subdivision Flood Hazard Prevention Recommendation Dec 2022](#)  
[2023.01 UDC Chapter 4 Updates](#)

**This Ordinance was adopted**

Enactment No: ORD 2023-004

d. [ZC 24-22 CC](#)

Ordinance on second and final reading to consider a zoning change from Public (P) to Commercial (C) for a property located at 3031 N. Austin St., Property ID: 145765, (ZC 24-22)

**Indexes:**

**Attachments:** [Staff Memo ZC 24 22](#)  
[Planning Commisison Report and agenda packet](#)  
[ZC 24-22 Ordinance](#)  
[ZC2422 ExhibitA CC](#)

**This Zoning Ordinance was adopted**

Enactment No: ORD 2023-005

e. [23-003](#)

Resolution of the City Council of Seguin, Texas awarding the bid - Vactor 2100i Sewer Truck from Kinloch Equipment and Supply, Inc. through Lease Purchase Agreement; an declaring an effective date - Paul Wallace, Fleet Manager

**Indexes:**

**Attachments:** [Memo - Council - Vac TruckFY2023](#)  
[Seguin Vactor 2100i Mile After Mile Proposal 12.22.22\[81736\]](#)  
[Seguin Vactor 2100i TIPS Proposal 12.22.22\[81734\]](#)  
[Vac Truck Resolution](#)

**This Resolution was approved**

Enactment No: RES 2023-004

f. [23-033](#)

Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to execute an agreement and/or approve a Purchase Order with Caldwell Country Chevrolet through a BuyBoard quote in the amount of \$107,188 to purchase two Silverado 2500 double cab trucks for use by the Parks & Recreation Department; and declaring an effective date - Jack Jones,

Director of Parks and Recreation

**Indexes:**

**Attachments:**    [Memo regarding the BuyBoard purchase of two trucks](#)  
[City of Seguin 2500 dble cab purchase for two trucks](#)  
[Resolution](#)

**This Resolution was approved**

Enactment No: RES 2023-005

**g.    [23-004](#)**

Resolution of the City of Seguin City Council Awarding the Bid - Dump Truck from Freightliner of Austin through Buyboard Cooperative Purchasing Agreement; and declaring an effective date - Paul Wallace, Fleet Manager

**Indexes:**

**Attachments:**    [Memo - Council - Dump Truck FY2023](#)  
[Seguin-Ox Hvy 24 12-21-22](#)  
[Dump Truck 2 Resolution](#)

**This Resolution was approved**

Enactment No: RES 2023-006

**h.    [23-034](#)**

Resolution approving the purchase of a 2024 GMC 2500 Command Vehicle from Gunn Auto Group in the amount of \$62,503.75 and FarrWest Specialty Vehicles as the upfitter in the amount of \$48,943.58 utilizing the Buyboard Cooperative Purchasing Agreement; and declaring an effective date - Paul Wallace, Fleet Manager and Dale Skinner, Fire/EMS Chief

**Indexes:**

**Attachments:**    [CommandVehicleMemo.Fire](#)  
[AuthorizePurchase.FireCommandVeh](#)  
[BuyBoard.FarrWestSpecialtyVehicle](#)  
[Gunn Quote](#)

**This Resolution was approved**

Enactment No: RES 2023-007

**i.    [23-050](#)**

Resolution of the City Council of the City of Seguin, Texas approving the purchase of maintenance equipment from Professional Turf Products, through the BuyBoard Cooperative Purchasing Agreement, in the amount of \$115,096.55, to be financed over five years by Government Capital Corporation; and declaring an effective date - Bruce Allen, Golf Course Manager

**Indexes:**

**Attachments:**     [Council Memo - 2023 Toro Equipment Purchase Resolution](#)  
[Starcke Park MP1750 and GR3150 quote 12-29-2022](#)

**This Resolution was approved**

Enactment No: RES 2023-008

- j.     [23-021](#)     Resolution authorizing purchase of EPR URD underground cable from Anixter Bid #TF-2022-25 in the amount of \$60,000.00 for use by the City of Seguin Electric Utilities department - Adam Ryals, Utility Warehouse Manager and Rick Cortes, Deputy City Manager

**Indexes:**

**Attachments:**     [Agenda Item Memo URD Cable SA](#)  
[Bid Tab.Wire and Cable TF-2022-25](#)  
[Resolution Additional Purchase TF-2022-25](#)

**This Resolution was approved**

Enactment No: RES 2023-009

- k.     [23-038](#)     Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, FY23 State Homeland Security Program (SHSP)-LEPTA Projects - Kathy Wood, Grant Administrator

**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY23 SHSP-LEPTA Application](#)  
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-LEPTA Application](#)

**This Resolution was approved**

Enactment No: RES 2023-010

- l.     [23-039](#)     Resolution of the City Council for the City of Seguin, Texas, authorizing the submission of a grant application in response to the Office of the Governor, Public Safety Office, 2023 Homeland Security Program-Competitive National Priority Area Projects - Kathy Wood, Grant Administrator

**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY23 SHSP-NPA Application](#)  
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-NPA Application](#)

**This Resolution was approved**

Enactment No: RES 2023-011

**m. [23-040](#)**

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, FY23 State Homeland Security Program (SHSP) -Regular Projects - Kathy Wood, Grant Administrator

**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY23 SHSP-R Application](#)  
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-R Application](#)

**This Resolution was approved**

Enactment No: RES 2023-012

**n. [23-042](#)**

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, Criminal Justice Division funding announcement General Victim Assistance Grant Program, FY2024 - Kathy Wood, Grant Administrator

**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY24 VOCA Application](#)  
[01-17-23 City Council RESOLUTION to submit FY24 VOCA Application](#)

**This Resolution was approved**

Enactment No: RES 2023-013

**o. [23-044](#)**

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Texas Department of Transportation 2023 Transportation Alternatives call for projects - Kathy Wood, Grant Administrator

**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY23 Transportation Alternatives Application](#)  
[01-17-23 City Council RESOLUTION to submit 2023 Transportation Alt Application](#)

**This Resolution was approved**

Enactment No: RES 2023-014

**p. [23-045](#)**

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, Criminal Justice Division funding announcement Criminal Justice Program, FY2024 - Kathy Wood, Grant Administrator



**Indexes:**

**Attachments:**     [01-17-23 City Council MEMO to Submit FY24 JAG Application](#)  
                                 [01-17-23 City Council RESOLUTION to submit FY24 JAG Application](#)

**This Resolution was approved**

Enactment No: RES 2023-015

q.     [23-041](#)

Resolution to review the City of Seguin Investment Policy in order to conform to Public Funds Investment Act, Texas Government Code Annotated, Chapter 2256 - Susan Caddell, Director of Finance

**Indexes:**

**Attachments:**     [City of Seguin Investment Policy memo 2023](#)  
                                 [Investment Policy Review Resolution 2023](#)  
                                 [City of Seguin Investment Policy 2023](#)

**This Resolution was approved**

Enactment No: RES 2023-016

r.     [23-043](#)

Resolution to review and adopt the list of broker/dealers authorized to engage in investment transactions with the City of Seguin - Susan Caddell, Director of Finance

**Indexes:**

**Attachments:**     [Approval of Brokers List memo 2023](#)  
                                 [City of Seguin Resolution Broker list 2023](#)

**This Resolution was approved**

Enactment No: RES 2023-017

s.     [23-031](#)

Board and/or Committee Appointments - Mayor Donna Dodgen

- a. Animal Services Advisory Board
- b. Audit Committee
- c. Hotel Occupancy Tax (HOT) Committee
- d. Schertz-Seguin Local Government Corporation (SSLGC)
- e. Utility Committee

**Indexes:**

**Attachments:**     [Council.Appointments.Jan17](#)

**This Appointment was approved**

t.     [23-012](#)

Check Report: January 2, 2023 through January 13, 2023

Indexes:Attachments:     [Check Report \(16\)](#)

The bills were acknowledged

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

- a.     [23-002](#)             Resolution selecting Ross Golf Design, LLC as the most qualified firm to provide architectural services for the renovation of Starcke Park Golf Course and authorizing the city manager to negotiate the fees and terms of agreement with the firm to provide these services; and declaring an effective date- Bruce Allen, Golf Course Manager and Rick Cortes, Deputy City Manager

Indexes:

Attachments:     [Council Memo - Renovation Architect Selection](#)  
                             [Council Presentation - Architect Selection - Final Draft](#)  
                             [Resolution](#)

*Golf Manager, Bruce Allen spoke on the Starcke Park Golf Course Capital Improvement Plan and the Architect Selection.; In early November, the City of Seguin solicited proposals for the design architects to prepare designs and specifications for the renovation of Starcke Golf Course. Five were received, an architectural selection committee was utilized to select a firm. Out of the five one design firm did not follow the request specifications and was disqualified. Mr. Allen stated that all others qualified for the job. The selected was Ross Golf Design LLC, Austin, Texas.*

*City Manager, Steve Parker had a few comment to share; stating it is very important to understand why we did the study last year. The City of Seguin would like to have a top tier golf course, but when you have an inadequate irrigation system that hasn't been replaced in 30 years there is a challenge with mutated grass like we do its hard to come up with mowing heights, herbicide schedules it makes it hard and also stated that Bruce has not been given the adequate things, like the staff levels, compared to other communities to get the top tiered golf course. Mr. Parker and City Council feel they want to do something really nice and high end, and so they have to invest in our own stuff, stuff that has not been done in over 30 years.*

*Golf Manager, Bruce Allen states projected time of reopening of renovated golf course would be October of 2025.*

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

**Presiding:**    1 -    Mayor Dodgen

**Aye:**    8 -    Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-018

**b. [23-027](#)**

Resolution approving an agreement to contribute right of way funds with the State of Texas for the cost of right of way acquisition and relocating or adjusting utilities at a share of ten percent in the estimated amount to the City of \$3,243.81 for improvements on Highway FM 466 at Eastwood Dr. - Melissa Reynolds, PE, CFM - Director of Engineering & Capital Projects

**Indexes:**

**Attachments:**    [2023.01 City Council Memo TxDOT Cost Participation Hwy 466 and Eastwood](#)  
[TxDOT Letter of Request October 2022](#)  
[Agreement to Contribute Right of Way Funds \(Fixed Price\) Agreement - TxDOT Hwy 466 Eastwood](#)  
[Texas Administrative Code, Title 43, Part 1, Chapter 15, Subchapter E, Rule 15.52, 15.55 and Figure 43 TAC 15.55\(c\)](#)  
[TXDOT 466 Contribution Agreement Resolution](#)

*City Engineer, Melissa Reynolds gave a presentation on a joint participation agreement and monetary contribution to allow the State highway improvement project at Highway 466 and Eastwood Rd. State is requesting cost participation for right of way acquisition (10% of total) in the amount of \$3,243.81.*

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-019

**c. [23-048](#)**

Ordinance on first reading amending the Fiscal Year 2023 Special Revenue Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

**Indexes:**

**Attachments:**    [RTF Gear Council Memo](#)  
[RTF Gear](#)

*Finance Director, Susan Caddell spoke on the amending Fiscal Year 2023 Revenue Fund, stating that a couple of years ago the City received notice that it would be receiving American Rescue and Recovery monies, Mrs. Caddell came before City Council with a list of things to improve, two of the things were some Ambulance remounts. Since then the Fire department has received a grant for the purchase of the remounts. So at this time we would like to re appropriate \$ 75,000.00 to Rescue task force equipment.*

*Assistant Fire Chief, Garrick Herbert spoke on the equipment, and why the need for it, stating that these days they find themselves with a lot of new threats, at time violent incidents, and currently the organization does not have steady supply of ballistic vests*

*and helmets, this equipment is part of a recommendation for entry teams on site at violent incidents. As you know the Fire department does not sit outside and wait for squad, we go in with police now so that we can have the greatest chance for survivability rate for the folks they are trying to treat. This equipment provides what we need to keep our responders safe.*

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

**Presiding:** 1 - Mayor Dodgen

**Aye:** 8 - Council Member Rea, Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Gaytan, Council Member Carter, Council Member Biesenbach, and Council Member Keller

## **10. Closed Session**

*The regular meeting was recessed and the council went into Closed Session at 6:36 pm. The regular meeting reconvened at 8:21pm.*

**a. [13-053](#)**

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

**Indexes:**

**b. [23-049](#)**

In accordance with Section 551.071-Consultation with Attorney-to receive legal advice regarding the Petition for Consent to the Creation of a Municipal Utility District filed by Flying Bar D, LLC-Sam Aguirre, City Attorney

**Indexes:**

**c. [23-051](#)**

In accordance with Section 551.071-Consultation with Attorney, Section 551.072-Real Property, and Section 551.087-Economic Development-regarding a proposed housing project developed using the City's Public Finance Corporation

**Indexes:**

**d. [23-020](#)**

In accordance with Section 551.072 (Real Property) - Deliberation regarding potential Office Space for Main Street and CVB Department and Visitor Center - Steve Parker, City Manager

**Indexes:**

## **11. Adjournment**

*There being no further business before the council the meeting adjourned at 8:21 pm.*

\_\_\_\_\_  
**Donna Dodgen, Mayor**

**Attest:**

\_\_\_\_\_  
**Kimberly Allison, Deputy City Secretary**