



City of Sequin

210 E. Gonzales Street
Sequin TX, 78155

Meeting Minutes

City Council

Tuesday, January 19, 2021

5:30 PM

Council Chambers

Public and Virtual

1. Call to Order

The City Council met in a Public & Virtual REGULAR Called Meeting on Tuesday, January 19, 2020 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Sequin, with Mayor Donna Dodgen presiding.

2. Invocation - Mayor Pro Tem Penny Wallace

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

Present: 8 - Council Member Jeremy Roy, Council Member Penny Wallace, Council Member Chris Aviles, Council Member Chris Rangel, Council Member Monica N. Carter, Council Member Sonia Mendez, Council Member Mark Herbold, and Council Member Joe Rea

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. 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.

There was No Comments.

6. Presentation

- a. [20-457](#) Update on COVID-19 - Steve Parker, City Manager

Indexes:

City Manager Steve Parker provided an update on the COVID-19. Confirmed cases in Texas as of January 19, 2021 was 1,864,249 and deaths are 32,084. Sequin & Guadalupe County stats are 174 confirmed with 22 at probable active; Unincorporated

Area is currently at 212 confirmed with 37 probable. There are 35 cases at GRMC and 60 deaths.

Mass distribution plan being prepared by GRMC, Guadalupe County, Seguin, Schertz for use of the coliseum as one area.

Visit the city website for the information on the COVID-19

7. Consent Agenda

The Minutes and Ordinances was approved on the Consent Agenda

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

a. [21-018](#)

City Council Minutes of January 5, 2021

Indexes:

The Minutes of January 5, 2021 were approved

b. [20-445](#)

Ordinance on second and final reading amending the Fiscal Year 2021 General Fund Budget of the City of Seguin, Texas; and declaring an effective date

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-003

c. [20-446](#)

Ordinance on second and final reading amending the Fiscal Year 2021 Special Revenue Fund Budget of the City of Seguin, Texas; and declaring an effective date

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-004

d. [20-421](#)

Ordinance on second and final reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 74-Parks and Recreation; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-005

- e. [21-047](#) Ordinance on second and final reading to consider a request for a Zoning Change from Single-Family Residential 1 to Commercial at the properties located at 2011 & 2015 Stockdale Hwy, Property Ids 56899 & 57179 (ZC 19-20)

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-006

8. Action Items - Discussion and Possible Motion to Approve

- a. [21-038](#) 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, Criminal Justice Division funding announcement Criminal Justice Program, FY2022.-Kathy Wood

Indexes:

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 Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-004

- b. [21-040](#) 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, Criminal Justice Division funding announcement: General Victim Assistance grant program, FY2022.-Kathy Wood

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-005

- c. [21-044](#) Resolution authorizing the award of an annual contract for the purchase of

water and wastewater treatment chlorine - Twila Wood, Purchasing Manager

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-006

d. [21-039](#)

Resolution authorizing the City Manager to execute a Management Services Agreement between the City of Seguin, City of Schertz, and the Schertz-Seguin Local Government Corporation; and declaring the effective date of January 1, 2021 through September 30, 2022 - Amber Beard, General Manager

Indexes:

A motion was made by Council Member Herbold that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-007

e. [21-027](#)

Resolution authorizing the City Manager to execute the 2021 Main Street Agreement with the Texas Historical Commission for Seguin to remain a "Sustaining" Main Street Community; and providing an effective date - Kyle Kramm, Main Street & CVB Director

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-008

f. [21-028](#)

Resolution authorizing the City Manager to execute an interlocal agreement between the City of Seguin and the City of North Richland

Hills, Texas, for slurry seal materials for the Pavement Improvement Maintenance projects in FY2021 - John Donnelly, Director of Public Works

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-009

g. [21-042](#)

Presentation and Public Hearing on Updates to the Land Use Assumptions, Capital Improvement Plans, and Water and Wastewater Impact Fees - David Rabago, City Engineer, P.E., CFM

Indexes:

David Rabago, City Engineer gave a presentation on the Land Use Assumptions, Capital Improvement Plans, and Water and Wastewater Impact Fee. Mr. Rabago gave a brief description of when Impact Fees are charged to customers and that the fees collected are used to pay a portion of the costs necessary to provide services for new development, which may include installation of new transmission lines or the upgrades of existing lines. Fees can also be utilized for the upgrade/installation of pumps, storage tanks, and treatment plants. Impact fees help reduce the burden on existing utility customers' utility rates when new growth and development generate the need for system wide improvements and/or expansions. State laws require that cities conduct an update to their Impact Fee Study every five years and regulate the process in which the update conducted. City staff, in conjunction with TRC Engineers and Willdan Financial, recently completed an update to the water and wastewater impact fees. The updates include future population growth and land use projections within the service areas. These projections combined with the capital improvement plans are used to calculate the maximum impact fees the City can charge to tie into the City's water and wastewater systems. Utilities typically establish a maximum impact fee and an effective fee. Maximum fees are the maximum amount a Utility can charge for tying into the system. Effective fees are typically set below the maximum amount to provide some relief to new home buyers.

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.

h. [21-045](#)

Resolution of the City Council of the City of Seguin, Texas updating and amending the Land Use Assumptions, Capital Improvements Plans, and Impact Fee Study of the City of Seguin Water and Wastewater Utilities - David Rabago, P.E., CFM

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-010

i. [21-043](#)

Ordinance on first reading amending the Seguin Code of Ordinances, Chapter 102, Utilities, Article IX, Capital Recovery Fees, to update and make provisions for both a maximum and effective capital recovery fee; providing for publication of this ordinance; providing for an effective date; providing a severability clause; and authorizing city staff to prepare this ordinance for submission as a supplement to the code of ordinances - David Rabago, P.E., CFM

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

j. [21-033](#)

Resolution to review 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:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-011

k. [21-034](#)

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

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-012

I. [21-035](#)

Resolution to review Seguin Economic Development Corporation (SEDC) Investment Policy and approve modifications to said policy in order to conform to Public Funds Investment Act, Texas Government Code Annotated, Chapter 2256 - Susan Caddell, Director of Finance

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-013

m. [21-036](#)

Resolution of the City Council of Seguin, Texas approving the Five Year Capital Improvement Plan and Financial Forecast; and declaring an effective date - Susan Caddell, Director of Finance

Indexes:

A motion was made by Council Member Wallace, 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 Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-014

n. [21-037](#)

Resolution amending the Fiscal Year 2021 Seguin Economic Development Corporation Budget - Joshua Schneuker, Director of Economic Development

Indexes:

A motion was made by Council Member Herbold, seconded by Council Member Rangel, that this Resolution be approved. The motion carried by the

following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-015

- o. [21-041](#) Board and/or Committee Appointments - Mayor Donna Dodgen
- a. Commission on the Arts
 - b. Convention & Visitors Bureau (CVB)
 - c. Golf Advisory Board
 - d. Guadalupe Regional Medical Center
 - e. Zoning Board of Adjustments

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

9. **Acknowledgment of Bills**

- a. [21-019](#) Check Report: January 1, 2021 to January 15, 2021

Indexes:

The bills were acknowledged

10. **Executive Session**

The regular meeting was recessed and the council went into Executive Session at 6:39 pm. The regular meeting reconvened at 7:40 pm.

- a. [13-053](#) Deliberation regarding Economic Development Negotiations in accordance with Section 551.071 and 551.087 - Steve Parker, City Manager

Indexes:

- 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

Indexes:

- c. [14-032](#) Personnel Matters in accordance with Section 551.074: Annual Evaluation of City Manager and amending the Employment Agreement - Mayor Donna Dodgen

Indexes:

11. Reconvene into Regular Session for an Action Item as the result of the Executive Session

- a. [21-020](#) Resolution authorizing the first amendment to the contract with City Manager Steve Parker; and declaring an effective date - Mayor Donna Dodgen

Indexes:

A motion was made by Council Member Herbold, seconded by Council Member Mendez, that City Manager receive a 2 1/2% merit increase for a base salary of \$246,000 and that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Council Member Roy, Council Member Wallace, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-016

12. Adjournment

There being no further business before the council the meeting adjourned at 7:41 pm.

Donna Dodgen, Mayor

Attest:

Naomi Manski, City Secretary