

# DRAFT

## MINUTES REGULAR MEETING December 3, 2019

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on December 3, 2019, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Ralph Gutierrez; Mayor Pro-Tem Tim Brown; Councilmember Mark Davis; Councilmember Rosemary Scott; Councilmember Scott Larson; Councilmember Michael Dahle; Councilmember David Scagliola; Councilmember Allison Heyward

City Manager Dr. Mark Browne; Assistant City Manager Brian James;  
Staff: Assistant City Manager Charles Kelm; City Attorney Clarissa Rodriguez; City Secretary Brenda Dennis; Deputy City Secretary Gayle Wilkinson; Assistant to City Manager Sarah Gonzalez

### **Call to Order – City Council Regular Session**

Mayor Gutierrez called the regular meeting to order at 6:00 p.m., and indicated Council would take a 30-minute recess for the Tree Lighting ceremony.

Mayor Gutierrez reconvened the regular meeting at 6:30 p.m.

### **Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas. (Councilmember Heyward)**

**Mayor Gutierrez asserted his privilege and provided holiday best wishes comments to all.**

### **Oath of Office**

- Re-elected officer - oath of office. (B. Dennis)
- Certificate of election - Presentation of Certificate of Election. (Mayor/B. Dennis)

City Secretary Brenda Dennis provided the Oath of office to Re-Elected Councilmember Mark Davis and his certificate of election was presented.

## **Presentations**

- Presentation of awards regarding the SCUCISD Annual Art and Essay contest winners. (B. James/C. Allen/E. Strong)

Presentation of awards were provided to the 1st, 2nd and 3rd place winners.

- Introduction of the Student Mayors and Student Councilmembers for the Day. (Mayor Gutierrez/B. Dennis)

City Secretary Brenda Dennis provided an overview of the program, thanking all those involved in the process. She had each student provide a little information on what they had learned. Mayor Guterrez and City Manager Dr. Browne provided the students with a certificate and plaque of appreciation.

- Presentation - Placement of Michael Carpenter's official photo in the Council Chambers - (Mayor Gutierrez/B. Dennis/Michael Carpenter)

Mayor Gutierrez recognized former Mayor Michael Carpenter and his wife Missy for the unveiling of Mayor Carpenter's Official Council Chambers photo. Mr. Carpenter came forward providing his sincere appreciation and thanks.

## **City Events and Announcements**

- Announcements of upcoming City Events (B. James/C. Kelm/S. Gonzalez)

Mayor Gutierrez recognized Assistant City Manager Brian James who provided the following announcements:

Saturday, December 7

Holidazzle 8:00 AM to 9:00 PM

Hal Baldwin Complex

Breakfast with Santa, ice skating rink, live entertainment, Kris Kringle market, and a lighted night parade. For more information, visit Schertz.com.

Tuesday, December 10

City Council Meeting 6:00 PM

City Council Chambers

- Announcements and recognitions by the City Manager (M. Browne)

None at this time

- Announcements and recognitions by the Mayor (R. Gutierrez)

None at this time

## Employee Recognition

- Recognition of Regina Gutierrez, Library Clerk II, for 20 years of service to the City. (M. Browne)

Mayor Gutierrez recognized City Manager Dr. Browne who provided a brief bio, recognized and presented Ms. Gutierrez with her 20-year pin for her years of service to the City. Ms. Gutierrez recognized her family and colleagues who were present.

## New Employee Recognition

- EMS - Ashley Dwight, Michael Reed and Ryan Wilson - Paramedics
- Fleet Services - Daniel Cole - Fleet Mechanic I
- Police Department - Jason Briseno - Police Officer
- Public Works - Drainage - Armando Casares, Drainage Worker I

Various Department Directors introduced their newly hired employees. Ashley Dwight was not able to attend.

## Hearing of Residents

*This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than 3 minutes.*

***All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.***

*Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

Mayor Gutierrez recognized the following:

- Mr. Pete Larrieu, 2408 Newning, who addressed council regarding the City's sign ordinance and restrictions on small businesses.

## Consent Agenda Items

The Consent Agenda is considered self-explanatory and will be enacted by the Council with one motion. There will be no separate discussion of these items unless they are removed from the Consent Agenda upon the request of the Mayor or a Councilmember.

The following items were into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of the regular meeting of November 12, 2019 and the minutes of the special meeting of November 18, 2019. (B. Dennis)
2. **Appointments and Resignations to the various City Boards, Commissions and Committees** - Consideration and/or action accepting the resignation from Ms. Julie Smith from the Library Advisory Board and appointing Ms. Lauren Garrott from an Alternate member to regular member of the Planning and Zoning Commission. (B. Dennis/Interview Committee/Council)
3. **Resolution No. 19-R-157** - Consideration and/or action approving a Resolution authorizing and approving the Building and Standards Commission By-Laws. (B. James/L. Wood/E. Delgado)
4. **Resolution No. 19-R-160** - Consideration and/or action to approve a Resolution by the City Council of the City of Schertz authorizing purchases in an amount not to exceed \$80,000.00 with Southwest Public Safety. (C. Kelm/M. Casas)
5. **Resolution No. 19-R-154** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing and approving a service contract with Environmental Lighting Service and Levy Company for on-call street lighting maintenance, repair and other related matters. (C. Kelm/S. Williams/D. Letbetter)
6. **Resolution No. 19-R-162**- Consideration and/or action approving a Resolution authorizing the City of Schertz to enter into Service Agreements with C3 Enviromental and RL Rhode General Contracting for on-call concrete repair, replacement, and related matters. (C. Kelm/S. Williams/D. Letbetter)

7. **Resolution No. 19-R-156** - Consideration and/or action approving a Resolution authorizing the City Manager to enter into an agreement with Siddons-Martin Emergency Group for the purchase of one (1) new ambulance and associated equipment. (C. Kelm/J. Mabbitt)
  
8. **Resolution No. 19-R-163** - Consideration and/or action to approve the appointment of Dudley Wait to the Board of Directors Place D-1 and Tim Clark to the Board of Directors Place D-2 of the Schertz Seguin Local Government Corporation, and other matters in connection therewith. (C. Kelm/A. Beard)

Moved by Councilmember David Scagliola, seconded by Councilmember Michael Dahle To approved consent agenda items 1 through 8.

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Allison Heyward

Passed

Councilmember Davis requested agenda item 9 be removed from the consent agenda for separate action.

9. **Resolution No. 19-R-159** - Consideration and/or action approving a Resolution authorizing a request for a Schertz Main Street Area Historic Preservation Grant for 802 Main Street. (B. James)

Mayor Gutierrez recognized Councilmember Davis who requested staff provide a background and understanding of the restrictions for the various grants that are available and an explanation of how it relates to the Main Street project. Councilmember Scott also requested staff provide additional background information and how one goes about applying for the grants.

Moved by Mayor Pro-Tem Tim Brown, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Allison Heyward

NAY: Councilmember Rosemary Scott

Passed

## Discussion and Action Items

The following item was read into record:

10. **Resolution No. 19-R-136** - Consideration and/or action approving a Resolution for the semi-annual report with respect to the progress of the Capital Improvements Plan, and other matters in connection therewith. (B. James/J. Walters)

Mayor Gutierrez recognized Finance Director James Walters who introduced this item addressing questions from Council. Staff recommended Councils approval.

Moved by Councilmember Mark Davis, seconded by Mayor Pro-Tem Tim Brown

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Allison Heyward

Passed

The following item was read into record:

11. **Ordinance No. 19-T-29** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas authorizing an adjustment to the FY 2019-20 Budget to encumber unused funds from FY 2018-19, repealing all ordinances or parts of ordinances in conflict with this ordinance; and providing an effective date. (M. Browne/J. Walters) *First reading.*

Mayor Gutierrez recognized Finance Director James Walters who introduced this item addressing questions from Council. Staff recommended Councils approval.

Moved by Councilmember Mark Davis, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Allison Heyward

Passed

## Workshop

The following item was read into record:

12. **Resolution 19-R-166** - Vacation Leave - Workshop presentation, discussion and possible action on Resolution 19-R-166 approving an Employee Policy related to Vacation Leave. (C. Kelm/J. Kurz)

Mayor Gutierrez recognized Human Resource Director Jessica Kurz who introduced this item addressing several questions from Council.

Moved by Councilmember Rosemary Scott, seconded by Councilmember Michael Dahle

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Allison Heyward

Passed

13. Presentation on City Owned Properties in Freeway Manor and Proposal for Future Property Acquisition. (B. James)

Mayor Gutierrez recognized Assistant City Manager Brian James who introduced this item providing Council with background information regarding the Freeway Manor properties and possible proposal for future property acquisitions. Members of Council discussed this item at length with staff providing additional information. It was the concurrence of members of Council present to have staff continue to purchase properties as they come up for sale.

14. Status of Vehicle Fleet. (C. Kelm)

Mayor Gutierrez recognized Assistant City Manager Charles Kelm who came forward providing a PowerPoint presentation on our vehicle fleet addressing questions from Council.

## Roll Call Vote Confirmation

City Secretary Brenda Dennis provided the roll call vote confirmation on agenda items 1-12.

## Requests and Announcements

- Announcements by the City Manager.

Dr. Browne stated that he and Assistant City Manager Kelm will be out of the office Thursday and Friday attending training for the Public Funds Investment Act.

- Requests by Mayor and Councilmembers that items be placed on a future City Council agenda.

Councilmember Dahle requested a workshop discussion item of Southern Schertz update on FM 1518, Woman Hollering Creek Project, and update on our comprehensive plan.

Councilmember Davis requested a review of the Historical Preservation Grant Program to see if we need to update it and potentially expand the Historical Grant.

Councilmember Davis also requested we add to our Capital Improvements Projects updates any Interlocal agreements we have.

- Announcements by Mayor and Councilmembers

- City and community events attended and to be attended
- City Council Committee and Liaison Assignments (see assignments below)
- Continuing education events attended and to be attended
- Recognition of actions by City employees
- Recognition of actions by community volunteers

Councilmember Davis stated he will not be able to attend the Holidazzle event as it is his wedding anniversary and plans were previously made.

Councilmember Scott stated she will be attending the Holidazzle event.

Councilmember Dahle announced attended the Founders Classical Academy cooking club cooking contest and also that working with City Secretary Brenda Dennis the Founders Classical Academy will now be a part of the Student Mayor/Student Council for the day program.

Councilmember Scagliola who stated had a great time today with the Student Mayors and Student Council for the day students and thanked City Secretary Brenda Dennis for the continued program.

Councilmember Heyward attended the following events:

Guadalupe County Coalition Event  
Nexus Ground Breaking  
Senior Center Round-table meeting

TML Time Management Workshop

Mayor Gutierrez stated he attended the following events:

Electromagnetic Quarterly meeting  
Nexus Ground Breaking  
Chamber Annual Awards Luncheon

**Information available in City Council Packets - NO DISCUSSION TO OCCUR**

15. American Society of Radiologic Technologists Grant Award. (B. James/M. Uhlhorn)
16. Correction on the Water Meter Update Workshop. (B. James/J. Walters)
17. Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)
18. Information on Board/Commission Overview. (B. James)

**Adjournment**

Mayor Gutierrez adjourned the meeting at 9:26 p.m.

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary