

# DRAFT

## MINUTES REGULAR MEETING October 22, 2024

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on October 22, 2024, 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 Robert Westbrook; Councilmember Mark Davis; Councilmember Paul Macaluso; Councilmember Allison Heyward; Councilmember Tim Brown

Absent: Councilmember Michelle Watson; Councilmember Place 4 (Vacant)

Staff present: City Manager Steve Williams; City Attorney Natalie Thamm; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Secretary Sheila Edmondson; Deputy City Secretary Sheree Courney

### **Call to Order**

Mayor Gutierrez called the meeting to order at 6:00 p.m.

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

Councilmember Allison Heyward provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

### **Presentations**

#### **Fire Prevention Poster Contest Awards Presentation**

(S.Williams/G.Rodgers/B.Boney)

Deputy Fire Marshal James Richards, Fire Chief Greg Rodgers, and Assistant Fire Chief John Perry presented the Fire Prevention Poster Contest Awards to the following students:

Kindergarten - 1st Grade Winners

3rd Place: Carter Campbell, Kindergarten, Wiederstein Elementary

2nd Place: Jemma Stark, 1st Grade, SST Schertz

1st Place: Elena Gonzales, Kindergarten, Wiederstein Elementary

2nd - 3rd Grade Winners

3rd Place: Meda Kukleryte, 3rd Grade, Cibolo Valley Elementary

2nd Place: Griffin Boney, 2nd Grade, Rose Garden Elementary

1st Place: Harlee Cortinas, 2nd Grade, Rose Garden Elementary

Mayor's Choice: Noelle Snape, 2nd Grade, Green Valley Elementary

### **Presentation of the TML Municipal Excellence Award (S.Williams/S.Gonzalez)**

The City of Schertz received the TML Municipal Excellence Award in the City Spirit Category for Cities over 25,000 in Population for its Adopt-a-Grandparent Program. For this program, the Schertz Public Library partnered with Legacy at Forest Ridge, a local senior living community, to create the Adopt-a-Grandparent Program. The program allows Schertz residents to adopt a member of the senior community and provide them with gifts for the holidays.

The City was also recognized as a finalist in the Management Innovations category for the Schertz Emerging Leaders Program.

### **City Events and Announcements**

- Announcements of upcoming City Events (B.James/S.Gonzalez)  
Assistant City Manager Sarah Gonzalez announced upcoming City events.
- Announcements and recognitions by the City Manager (S. Williams)  
City Manager Steve Williams provided the following:
  - \*The City had a successful "Carfit" program. 22 residents were helped to ensure their vehicles were set up the right way. He thanked University Health, Methodist Healthcare System, Texas A&M Agri-life Extension Services, Schertz Citizens, Police Alumni Association, and Officer Anna Kraft.
  - \*Schertz Elementary had a Trunk-or-Treat Event, which members of Officer Flowers enjoyed interacting with families.
  - \*During National Night Out, a young man named Xander collected donations for Breast Cancer Awareness at his neighborhood's block party. He raised \$58, which he brought to the Schertz PD to donate to their fundraiser.
  - \*The Schertz Library launched their new community-driven resource, the Seed Library, which had a grand opening on October 20th.
  - \*He shared kudos from a resident who rides his bike in the park every weekend to DariAnn Douglas of the Parks Department, who exhibited joy and pride in her work; and kudos from resident Micky Tereletsky regarding the Police Department website, thanking them for making it so easy to navigate.
  - \*Ms. Tatiana Trevino thanked the Inspections Department, specifically Michelle and Cody, for responding to a same day request for an inspection of the felt for her roof, so the project could continue.
  - \*Emanuel Garza, Contractor, commented on how easy and how responsive staff are when getting permits for roofs, commending Michelle, Waylan, and Armando.
- Announcements and recognitions by the Mayor (R.Gutierrez)  
Mayor Gutierrez had no announcements or recognitions.

## 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.*

*All handouts and/or USB devices must be submitted to the City Secretary no later than noon on the Monday preceding the meeting. Handouts will be provided to each Councilmember prior to the start of the meeting by the City Secretary. All USB devices will be vetted by City IT staff to ensure City property is protected from malware.*

Mayor Pro-Tem Robert Westbrook recognized the following resident:

**Dr. Miguel Vasquez**, 93 Bubbling Springs Rd., representing Schertz-Cibolo Cemetery, the only public cemetery in Schertz. Since receiving the Texas Historical Marker last year, the cemetery has become a destination point. The cemetery staff work to preserve local Texas history, so they receive calls from historical commissions, including the Texas Historical Commission, to share their online resources. He stated they would be having an open house on Saturday, November 2, 2024, where two dedications will be honored; the Guadalupe County Historical Marker and Children's Memorial.

## 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.

1. **Minutes** - Consideration and/or action regarding the approval of the Council Workshop minutes and Council Meeting minutes of October 15, 2024 (S.Edmondson/S.Courney)
2. **Ordinance 24-S-156** - Approving amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 5 - Zoning Districts and Article 10 - Parking Standards **Final Reading** (B.James/L.Wood/S.Haas)
3. **Resolution 24-R-145** - Adopting the State-mandated Covered Applications and Prohibited Technology Policy (B.James/D.Hardin/J.Bluebird)
4. **Ordinance 24-S-155** - Approving amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 4 - Procedures and Applications, and Article 5 - Zoning Districts **Final Reading** (B.James/L.Wood/S.Haas)

5. **Resolution 24-R-134** - Authorizing an Interlocal Agreement with Guadalupe County for Library Services (S.Gonzalez/M.Uhlhorn)
6. **Resolution 24-R-127** - Authorizing a mutual aid agreement with Acadian Ambulance (S.Williams/J.Mabbitt)

No items were removed for separate action.

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1-6.

Moved by Councilmember Paul Macaluso, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

### Discussion and Action Items

7. **Resolution 24-R-120** - Authorizing a contract with H2O Partners for Planning & Management Services for Local Hazard Mitigation Plans Program (S.Williams/G.Rodgers/B.High)

Resolution 24-R-120 was postponed.

### Public Hearings

8. **Ordinance 24-S-154** - Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 5, Section 21.5.9- Special Districts, and Article 9, Section 21.9.3- Lots, Section 21.9.8- Screening and Fencing, Section 21.9.9- Tree Preservation and Mitigation, Section 21.9.12- Site Plan Process, and Article 16 - Definitions ***First Reading*** (B.James/L.Wood/D.Marquez)

Planner Daisy Marquez introduced Ordinance 24-S-154 to amend Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), Article 5, Section 21.5.9-Special Districts, and Article 9, Section 21.9.3-Lots, Section 21.9.8-Screening and Fencing, Section 21.9.9-Tree Preservation and Mitigation, Section 21.9.12-Site Plan Process, and Article 16-Definitions.

Public Hearing opened at 6:30 p.m.

No public came forward to speak.

Public Hearing closed at 6:30 p.m.

Councilmember Davis asked for clarification regarding items attached to chain link fencing. Deputy City Manager Brian James responded that they were specifically looking at the plastic slats woven through chain link fencing.

Councilmember Westbrook asked what prompted the staff to review/update the UDC. Ms. Marquez stated that it depends on whether there are issues with a specific section. In this case, it was tree preservation and mitigation to make sure developers weren't paying for "trash" trees. Mr. James responded that it varies. Sometimes, its issues such as impervious cover, sometimes its tree mitigation. There are several possible factors. Councilmember Westbrook asked if there were flow charts for developers to guide them through the UDC requirements. Mr. James responded that there are several flow charts depending on the process but strongly encourages developers to set up a pre-development meeting with staff.

Councilmember Tim Brown made a motion to approve Ordinance 24-S-154, seconded by Councilmember Allison Heyward. Mayor Gutierrez made a motion to amend the motion to include verbiage to clarify the chain link fencing amendment, seconded by Councilmember Robert Westbrook.

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown.

Passed

Mayor Gutierrez stated they would return to the original motion made by Councilmember Tim Brown to approve Ordinance 24-S-154, and seconded by Councilmember Allison Heyward.

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

9. **Ordinance 24-S-162** - Conduct a public hearing to consider closing and abandoning to the abutting property owner a portion of Troy Lane Right-of-Way, from Wiederstein Road, north to the end (approximately 600 feet) and a portion of Shady Lane Right-Of-Way from Wiederstein Road, north to the end (approximately 600 feet); and to establish an effective date hereof ***First Reading*** (B.James/K.Woodlee/J.Nowak)

Assistant City Engineer John Nowak introduced Ordinance 24-S-162 to close and abandon to the abutting property owner a portion of Troy Lane Right-of-Way from Wiederstein Road, north to the end (approximately 600 feet) and a portion of Shady Lane Right-of-Way from Wiederstein Road, north to the end (approximately 600 feet); and to establish an effective date.

Public Hearing opened at 6:42 p.m.  
No public came forward to speak.  
Public Hearing closed at 6:42 p.m.

Mayor opened the floor to Council for discussion.  
No discussion occurred.

Mayor Gutierrez asked for a motion to approve Ordinance 24-S-162.

Moved by Councilmember Allison Heyward, seconded by Councilmember Paul Macaluso

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

## **Workshop**

### **10. Street Preservation and Maintenance Workshop (B.James/L.Busch/K.Woodlee/J.Nowak)**

Assistant City Engineer John Nowak and Public Works Director Larry Busch presented the workshop on Street Preservation and Maintenance. Mr. Nowak provided an update on the SPAM project. The Resurfacing project has been awarded to R.L. Jones and the expected construction duration is estimated at four months. Construction has not started, but the contractor is actively working to get his bonds and insurance information to Purchasing. The Rehabilitation Project is more complex than the resurfacing project. They are finalizing the bid package and expect to have that completed by the end of the month. They hope to have an award recommendation to Council in November. This information is available on their Dashboard.

Mr. Busch provided an overview of the status of street maintenance that Public Works has completed and still has pending. He stated that the Dashboard is live and available for viewing on the website. He highlighted some of the options for street repairs, including filling potholes. He also provided an overview of the sidewalk project.

Mayor Gutierrez opened the floor to discussion.

Councilmember Westbrook asked for clarifying information regarding sidewalks. City Manager Williams addressed the need for sidewalk repairs as well as the absence of them in various parts of the city. He also explained the need for measures to show progress.

Councilmember Macaluso asked for an update on the benefits of the new equipment in future reports.

Mr. Busch said they are working on establishing a full year's worth of data to create a

baseline.

Mayor Gutierrez stated he liked this presentation. It shows residents the work that city staff are doing in all areas of the city, not just what they see in their neighborhood.

**11. Workshop on design and location options for the Municipal Complex Electronic Sign (B.James/D.Hardin)**

Deputy City Manager Brian James provided an overview of the design and location options for the new Municipal Complex Electronic Sign. He showed Council four different designs and possible areas for location. Council provided feedback and were unanimous in their choice of design and the preferred location.

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

**12. Standard Operating Procedure (SOP) - Political Signs on City Property (Mayor/S.Edmondson)**

**Requests and Announcements**

- Requests by Mayor and Councilmembers for updates or information from Staff  
No requests from the Mayor or Councilmembers for updates or information from Staff.
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda  
No requests from the Mayor or Councilmembers for items or presentations to be placed on a future City Council agenda.
- City and Community Events attended and to be attended (Council)  
Mayor Pro-Tem Westbrook and Councilmember Heyward stated they had attended the NEP luncheon.

**Adjournment**

Mayor Gutierrez adjourned the meeting at 7:11 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, City Secretary