

DRAFT

MINUTES REGULAR MEETING December 17, 2024

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on December 17, 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 Michelle Watson; Councilmember Paul Macaluso; Councilmember Tim Brown

Absent: Councilmember Place 4 (Vacant); Councilmember Allison Heyward

Staff present: City Manager Steve Williams; City Attorney Natalie Thamm; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; 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. (Mayor Pro-Tem Westbrook)

Mayor Pro-Tem Robert Westbrook provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

City Events and Announcements

- Announcements of upcoming City Events (B.James/S.Gonzalez)
Deputy City Manager Brian James presented upcoming City events.
- Announcements and recognitions by the City Manager (S.Williams)
City Manager Steve Williams congratulated the following employees on their promotions:
 - Starla Blake to Police Records Manager
 - Sarah Rodriguez to Administrative Assistant
 - Marc Yamazi to Building Inspector
 - Nathaniel DeLeon to Paramedic
 - Alexis Martinez to Paramedic
 - Frank Trifilio to Paramedic
 - Marty Trevino to Police Lieutenant

He also congratulated Jessica Kurz for earning her Senior Certified Professional designation from the Public Sector HR Association (PSHRA).

He extended kudos to PD for their Blue Santa Program.

- Announcements and recognitions by the Mayor (R.Gutierrez)
Mayor Gutierrez extended kudos to the staff for a job well-done on the Deck the City Hall Tree Lighting event and Holidazzle Parade.

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:

Ben Guerrero, 506 Capot Court Ln, thanked residents of Schertz who voted in the Special Election and congratulated all candidates on their efforts. As one of the candidates, he encouraged all registered voters to vote in the Runoff Election to be held in January 2025.

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** - Approval of the minutes from the Council Meeting on December 3, 2024. (S.Edmondson/S.Courney)
2. **Resolution 24-R-165** - Authorizing the City Manager to reject all bids received for the Schertz Soccer Complex Well Drilling Project. (S.Gonzalez/L.Shrum)

No items were removed for separate action.

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1 and #2.

Moved by Councilmember Mark Davis, seconded by Mayor Pro-Tem Robert Westbrook

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

Other: Councilmember Place 4 (Vacant) (ABSENT), Councilmember Allison
Heyward (ABSENT)

Passed

Discussion and Action

- 3. Resolution 24-R-162** - Approving a Resolution to canvass the returns and declaring the results of the December 14, 2024 Special Election, and other matters in connection therewith. (Mayor/Council/S.Edmondson)

Item postponed until December 26, 2024.

- 4. Oath of Office** - City Council Place 4

No action taken.

- 5. Resolution 24-R-163** Approving a Resolution to call for a Runoff Election on January 18, 2025, with Guadalupe County, Bexar County and Comal County and approving the Guadalupe County Election Contract stating that Guadalupe County will oversee the entire Runoff Election. (Mayor/Council/S.Edmondson)

Item postponed until December 26, 2024.

- 6. Resolution No. 24-R-164** - Authorizing Professional Service Agreements with Freeland Turk Engineering Group, LLC, Halff Associates, Inc., Kimley-Horn and Associates, Inc., Unintech Consulting Engineers, Inc., and Utility Engineering Group, PLLC, for on-call engineering services. (B.James/K.Woodlee)

Mayor Gutierrez recognized City Engineer Kathy Woodlee who presented Resolution 24-R-164 authorizing a Professional Services Agreement with five companies, Freeland Turk Engineering Group, Halff Associates, Kimley-Horn and Associates, Unintech Consulting Engineers, and Utility Engineering Group for on-call engineering services.

Mayor Gutierrez opened the floor to Council for discussion.

No discussion occurred.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

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

Other: Councilmember Place 4 (Vacant) (ABSENT), Councilmember Allison Heyward (ABSENT)

Passed

Public Hearings

- 7. Ordinance 24-M-164** - Conduct a public hearing and consider a request to amend the Comprehensive Land Use Plan by adopting the Parks, Recreation, Open Space & Trails (PROST) Master Plan. (S. Gonzalez/L.Shrum)

Parks and Recreation Director Lauren Shrum introduced Ordinance 24-M-164 to consider a request to amend the Comprehensive Land Use Plan by adopting the Parks, Recreation, Open Space & Trails (PROST) Master Plan. She recognized Caitlin Admire, Freese and Nichols Project Manager, who presented the 10-year plan to Council.

Public Hearing opened at 6:27 p.m.
No residents came forward to speak.
Public Hearing closed at 6:28 p.m.

Mayor Gutierrez opened the floor to Council for discussion.

The brief discussion included positive comments regarding the prioritization and overall work done on the plan. Some concerns were expressed regarding how the plan aligned with the Strategic Plan and whether it addressed the lack of access to baseball fields for free-use by residents. Ms. Shrum addressed the concerns and explained that some items in the strategic plan are already underway and not included in this plan. Mr. Williams expressed the need for the city to tweak the CIP to align with the Strategic Plan as well as the PROST plan.

Mayor Gutierrez asked for a motion to approve Ordinance 24-M-164.

Moved by Councilmember Mark Davis, seconded by Mayor Pro-Tem Robert Westbrook

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

Other: Councilmember Place 4 (Vacant) (ABSENT), Councilmember Allison Heyward (ABSENT)

Passed

Information available in City Council Packets - NO DISCUSSION TO OCCUR

- 8. Monthly Update - Major Projects In Progress/CIP** (B.James/K.Woodlee)

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
No requests were made by 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 were made by Mayor or Councilmembers that items or presentations be placed on a future City Council agenda.
- City and Community Events attended and to be attended (Council)
 - ^Mayor Pro-Tem Robert Westbrook attended the retirement celebration for Todd Kaiser, Deck the City Hall, Holiday Parade, and the Prize Palooza with the Tri-County Chamber of Commerce.
 - ^Councilmember Michelle Watson attended Deck the City Hall, Holiday Parade, and the Police Department Luncheon.
 - ^Councilmember Paul Macaluso attended Deck the City Hall and the Holiday Parade.
 - ^Councilmember Tim Brown attended the Holiday Parade.

Adjournment

Mayor Gutierrez adjourned the meeting at 6:39 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary