

DRAFT

MINUTES REGULAR MEETING February 4, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on February 4, 2025, 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 Allison Heyward; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Tim Brown

Absent: Councilmember Paul Macaluso

Staff present: City Manager Steve Williams; City Attorney Clarissa Rodriguez; 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 Mark Davis)

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

Discussion and Action Items

Appointment of Mayor Pro-Tem - Discussion, consideration, and/or action regarding the confirmation, appointment, or election of the Mayor Pro-Tem.
(Mayor/Council)

Mayor Gutierrez explained the selection process, duties, and term of the Mayor Pro-Tem and thanked Councilmember Robert Westbrook for his service. He opened the floor to Council for discussion regarding the appointment of Councilmember Allison Heyward to Mayor Pro-Tem. No discussion occurred.

AYE: Mayor Pro-Tem Allison Heyward, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

Passed

Proclamations

San Antonio Stock Show and Rodeo (Ms. Barbara Hall)

Mayor Pro-Tem Allison Heyward presented the San Antonio Stock Show and Rodeo Proclamation to the San Antonio Stock Show and Rodeo Ambassador Committee led by Ms. Barbara Hall.

Employee Introductions

Mayor Gutierrez recognized City Department Heads who introduced the following new staff:

- **Engineering:** Donald Moreno-Engineering Inspector
- **Police Department:** Adam Rodriguez - Police Officer
- **Public Works-Streets:** Abel Valdez-Streets Maintenance Worker 1
- **Public Works-Utilities:** Dean Fickling - Water/Wastewater Worker 1; Mark Shadle - Water/Wastewater Worker 1

Presentations

Presentation of the FY 23-24 Parks & Recreation Annual Report (S.Gonzalez/L.Shrum)

Mayor Gutierrez recognized Parks and Recreation Manager Cassie Paddock who presented the FY23-24 Parks & Recreation Annual Report. The report highlighted the many activities Parks & Recreation run throughout the year, with spotlights on Team Accomplishments, Boards & Committee Members, budget expenditures and revenues, and the many projects they are working on.

Councilmember Brown thanked the Parks & Recreation department for everything they do and offered kudos for all the improvements they have made to the maintenance program. Mayor Gutierrez and Mayor Pro-Tem Heyward also thanked the Parks staff for their hard work.

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 congratulated Engineering Inspector Sam Lopez for earning his concrete field-testing technician grade one certificate from the American Concrete Institute. He recognized Sydney Paredes for receiving the Al Johnson Endowed Scholarship providing \$1,000 for her to attend the National Recreation and Parks Association Conference and for being recognized by the NRPA as being one of the 30 under 30 receiving the award at a national level. In the EMS Department, Baptist Health

System visited the Schertz station to recognize one of the crews for exceptional care given to a patient who was thought to be suffering from a stroke, but turned out to be worse than that. Due to their training and quick assessment of the situation, they were able to give care and save the individual's life.

Mr. Williams recognized Communications Manager Nichole Kuhlmann for 20 years of service.

● **Announcements and recognitions by the Mayor (R.Gutierrez)**

Mayor Gutierrez congratulated Ms. Kuhlmann on the milestone and thanked her for her dedication and service to our community. He also congratulated Councilmember Ben Guerrero for being elected. He extended congratulations to the Fire and Police Departments for the recognitions they received in the week prior and thanked them for their service to the City.

Mayor Gutierrez stated for the record that the Committee assignments previously designated to Councilmember Gibson have been transferred to Councilmember Guerrero as noted on the agenda.

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 Heyward recognized the following residents:

Ms. Susan DeLano, 129 Lindy Hills, addressed Council as a boardmember of the Miss Cibolo Pageant. She explained the pageant is a year-long ambassadorship that empowers young women and provides them with scholarship opportunities. She thanked the Council and community for their support.

Miss Lindsey Large, Jr. Miss Cibolo, stated she is an 8th grader at Corbett Junior High, spoke regarding the benefits of participating in the pageant.

Daniel Jameson, 1048 Richmond, congratulated Councilmember Guerrero on being elected. He stated he represents VFW Post 8315 and asked Council to come out to support the veterans at the monthly breakfast.

Dana Eldridge, 2628 Gallant Fox Dr, welcomed Councilmember Guerrero to the council. He addressed Council regarding concerns with item 13, temporary signs.

Glen Outlaw, 3729 Forsyth Park, addressed Council regarding the refuse collection contract.

Maggie Titterington, 5325 Storm King, as the spokesman for her brothers and sisters, recognized Will Fowler and Rolando Gonzalez of the Schertz EMS Department. She thanked them for their professionalism, comfort, and medical expertise in helping her mother during a time of crisis. She and her family wanted council to know how excellent of a job they are doing of having employees of this caliber in our community and helping our citizens.

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 January 21, 2025, and the minutes from the Special Meeting-Canvassing the Runoff Election on January 28, 2025 (S.Edmondson/S.Courney)
2. **Resolution 25-R-016** - Authorizing a Public Library Interlocal Agreement for mutual access to CloudLibrary digital resources (S.Gonzalez/M.Uhlhorn)
3. **Resolution 25-R-018** – Authorizing the City Manager to sign and submit a Notice of Intent for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) under the Texas Pollutant Discharge Elimination System (TPDES) Phase II MS4 General Permit TXR040000 for the City and other matters in connection therewith (B.James/K.Woodlee)
4. **Resolution 25-R-019** Authorizing the submission of a Special Projects Grant application to the Texas State Library and Archives Commission (TSLAC) for a Library Outreach Vehicle (S.Gonzalez/M.Uhlhorn)
5. **Resolution 25-R-013** - Granting signature authority to the City Manager to enter into and sign certain contracts and documents on behalf of the City (S.Williams/S.Gonzalez/J.Kurz)
6. **Resolution 25-R-020** - Authorizing a pro-rata agreement for the Saddlebrook Development (S.Williams/B.James)

7. **Resolution 25-R-014** - Authorizing the Schertz Police Department to accept equipment from the Alamo Area Council of Governments (AACOG) RECONYX Illegal Dumping Cameras Program (J. Lowery)
8. **Resolution 25-R-002** – Authorizing a professional services agreement with Unintech Consulting Engineers, Inc. for the design of the Boenig Drive Reconstruction Project (B. James/K. Woodlee/J. Nowak)
9. **Resolution 25-R-009** - Authorizing an expenditure with SAMES Bastrop Ford for the acquisition of 7 police vehicles (B.James/D.Hardin/C.Hernandez)

Mayor Gutierrez stated Item #6 was removed for separate action.

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1–5 and #7–9.

Moved by Mayor Pro-Tem Allison Heyward, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Allison Heyward, Councilmember Mark Davis,
Councilmember Michelle Watson, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Tim Brown
Passed

Mayor Gutierrez recognized Deputy City Manager Brian James to discuss item #6, Resolution 25-R-020 authorizing a pro rata agreement for the Saddlebrook Development. Mr. James explained staff requested this item be pulled because they are working with the developer on a few changes to the pro rata agreement, primarily a change to the excess capacity. Developer built a sewer lift station after the prior agreement which was approved in 2024. Because of how it connects to the CCMA plant, there's additional excess capacity that must be signed out, and the city must make a provision for the developer to be reimbursed for the excess capacity in the lift station they built. Mr. James stated staff is recommending approval with the changes as noted.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-020 with changes noted.

AYE: Mayor Pro-Tem Allison Heyward, Councilmember Mark Davis,
Councilmember Michelle Watson, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Tim Brown
Passed

Discussion and Action Items

10. Ordinance 25-S-005 Adopting a Compensation Schedule and Procedure for the City Council (R.Gutierrez/S.Williams)

Mayor Gutierrez recognized City Manager Steve Williams who introduced Ordinance 25-S-005 including a proposed pay plan schedule for City Council. Mayor Gutierrez opened the floor to Council for discussion. Councilmembers expressed their thoughts regarding the proposed plan and need for issue to be brought forth to residents for a vote during next charter review.

Motion to approve Ordinance 25-S-005 was made by the Chair, seconded by Mayor Pro-Tem Allison Heyward.

AYE: Mayor Pro-Tem Allison Heyward, Councilmember Michelle Watson, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

11. Resolution 25-R-017 - Establishing a date for a Public Hearing on Amendments to the Land Use Assumptions, Capital Improvement Plans, and Impact Fees for Water and Wastewater Utilities (B.James/K.Woodlee)

Mayor Gutierrez recognized City Engineer Kathy Woodlee who introduced Resolution 25-R-017 stating that Chapter 395 of the Local Government Code sets an explicit process for noticing and setting public hearings for either establishing or updating impact fees or Capital Recovery fees. This resolution is to ensure adequate transparency and opportunity for comment regarding these fees. One of the requirements is for Council to order a date for the public hearing which must be set more than 30 days in advance of that public hearing. Ms. Woodlee stated they are asking Council to approve March 18, 2025, for the public hearing.

Mayor Pro-Tem Heyward opened the floor to Council for discussion. After brief discussion, Mayor Pro-Tem Heyward asked for a motion to approve Resolution 25-R-017.

Moved by Councilmember Tim Brown, seconded by Councilmember Robert Westbrook

AYE: Mayor Pro-Tem Allison Heyward, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

Passed

- 12. Resolution 25-R-005** - Approving a Utility Service Extension Request for the Woman Hollering Townhomes (B.James/K.Woodlee)

Mayor Gutierrez stated Resolution 25-R-005 had to be postponed until Resolution 25-R-021 had been resolved.

Mayor Gutierrez stated Resolution 25-R-005 had been tabled.

- 13. Ordinance 25-S-004** - Consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs (B.James/L.Wood/E.Delgado)

Mayor Gutierrez recognized Planning Manager Emily Delgado who provided background information and proposed amendments to the UDC as related to Ordinance 25-S-004. Staff asked for feedback on the proposed amendments, but no action on the ordinance at this meeting. After much Council discussion, Ms. Delgado, joined by Deputy City Manager Brian James, stated they were seeking consensus at this meeting for the proposed amendments which will be incorporated into a larger re-write of this section of the UDC. Further stating, staff anticipates bringing the full proposed update of this section to Council for approval in April 2025. Councilmember Guerrero asked staff to bring options back to Council at the next regularly scheduled meeting.

Councilmember Ben Guerrero made a motion to table Ordinance 25-S-004, seconded by Councilmember Michelle Watson.

AYE: Councilmember Mark Davis, Councilmember Michelle Watson,
Councilmember Ben Guerrero, Councilmember Robert Westbrook,
Councilmember Tim Brown

Other: Mayor Pro-Tem Allison Heyward (ABSENT)

Passed

- 14. Resolution 25-R-021** - Authorizing the approval of a Development Agreement with BFR LLC for the approximately 30 acre tract at FM 1518 and Woman Hollering Road (S.Williams/B.James)

Mayor Gutierrez announced this item was being moved ahead of Resolution 25-R-005, then recognized Deputy City Manager Brian James who stated the applicant had requested this time be tabled.

Mayor Gutierrez stated Resolution 25-R-021 had been tabled.

Public Hearings

15. **Ordinance 25-F-006** - Conduct a public hearing and consider an amendment to Ordinance 14-F-20 amending the Drought Contingency and Water Emergency Response Plan which is incorporated adopted by reference in the Schertz Code or Ordinances, Chapter 90 Utilities, Article IV Mandatory Water Conservation, Section 90-119 Drought Contingency and Emergency Response Plan Adopted (B.James/L.Busch/Z.Eaton)

Mayor Gutierrez recognized Water/Wastewater Superintendent Zach Eaton, who introduced Ordinance 25-F-006 highlighting proposed amendments to the 2023 Drought Contingency Plan, bringing it compliant with TCEQ requirements.

Public Hearing opened at 8:04 p.m.
No residents came forward to speak.
Public Hearing closed at 8:04 p.m.

No Council discussion occurred.

Mayor Gutierrez recognized Councilmember Brown, who made the motion to approve Ordinance 25-F-006, seconded by Councilmember Michelle Watson.

AYE: Councilmember Mark Davis, Councilmember Michelle Watson,
Councilmember Ben Guerrero, Councilmember Robert Westbrook,
Councilmember Tim Brown

Other: Mayor Pro-Tem Allison Heyward (ABSENT)

Passed

Workshop

16. **Workshop Discussion on the Integration of Space Force into Veterans Memorial Plaza** (S.Gonzalez/L.Shrum)

Mayor Gutierrez recognized Parks Manager Jerad Montney who provided details regarding the integration of Space Force into Veterans Memorial Plaza. Parks worked with the LUCK Design Team (landscape architect) as well as local focus groups such as The Chamber Military Affairs Committee, the Parks and Recreation Advisory Board, Ruth Tienor and the original committee, and City Council. He explained the integration of Space Force and the addition of two additional monuments (Purple Heart and Gold Star). He closed the presentation with the proposed cost and timeline for completion.

Mayor Gutierrez opened the floor for discussion. Questions regarding the placement of flags, pavers, and the timeline were addressed.

17. Workshop Discussion on the upcoming Request For Proposal for Municipal Solid Waste (S.Williams/S.Gonzalez)

Mayor Gutierrez recognized Assistant City Manager Sarah Gonzalez who opened the discussion on the upcoming Request for Proposal for Municipal Solid Waste. She provided a history of services in Schertz, an overview of current services provided, the RFP process, and Communication/next steps. Ms. Gonzalez then introduced Mr. Lynn Lantrip, consultant charged with putting together the RFP, reviewing proposals, and helping secure the best value contractor for the City. He outlined the timeline, options, and the general provisions and requirements set for the vendors. Following his presentation, Public Affairs Director Linda Klepper stated her department would be gathering feedback from residents through a partnership with Flash Vote, which is a software system that allows the city to quickly and easily survey residents using short polls to obtain statistically valid results. Public Affairs is also working on a full campaign that will be launched as soon as the new contract is executed.

Mayor Gutierrez opened the floor to council for discussion. Councilmembers posed questions regarding the criteria used for selection to which staff and the consultant responded.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

- 18. Monthly Update - Major Projects In Progress/CIP (B.James/K.Woodlee)
- 19. Update on EcoBrite Cleaning Contract Changes

Requests and Announcements

● Requests by Mayor and Councilmembers for updates or information from Staff

No requests were brought forward by 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 were brought forward by the 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 Heyward stated she attended the TML Risk Pool Board Meeting.
- *Councilmember Westbrook attended the Bob Mills Opening, the Tri-County Mixer, and the Tae Kwon Do Exhibition.
- *Councilmember Brown attended the Bob Mills Opening.

Adjournment

Mayor Gutierrez adjourned the meeting at 8:39 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary