

DRAFT

MINUTES REGULAR MEETING March 4, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on March 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 Paul Macaluso; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Tim Brown

Staff present: City Manager Steve Williams; City Attorney Daniel Santee; 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. (Councilmember Ben Guerrero)

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

Special Announcements

- Hal Baldwin Scholarship

Mayor Gutierrez instructed students applying for the Hal Baldwin Scholarship to sign in or if attending virtually to contact Assistant City Manager Sarah Gonzalez for credit.

Proclamations

Procurement Month 2025 (Councilmember Guerrero)

Councilmember Ben Guerrero presented the Procurement Month 2025 Proclamation to HR and Procurement Director Jessica Kurz, Purchasing Manager Daniel Ellenburg, and Purchasing Specialist Irene Chavez.

311 Recognition Day 2025 (Councilmember Davis)

Councilmember Mark Davis presented the 311 Recognition Day 2025 Proclamation to Communications Manager Devan Christensen and Customer Relations/311 Representatives Sherry Davis, Lidia Martinez, and Lupe Martinez.

National Employee Appreciation Day-March 7, 2025 (Mayor Gutierrez)

Mayor Gutierrez presented the National Employee Appreciation Day - March 7, 2025 Proclamation to City Manager Steve Williams and representatives of City Staff.

Employee Introductions

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

- City Secretary: Mellissa Zipp-Records Management Coordinator
- Engineering: Robert Mickelson-Associate Engineer
- Police: Crosby Gaines-Public Safety Communications Officer; Daniel Hall-Police Officer

Presentations

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)
 - Mr. Williams announced the following staff promotions:
Zachary Rolfin to Battallion Chief
Daniel Hall to Police Officer
Renee Sifuentez to Communications Supervisor
 - He extended kudos to the Library for receiving another Excellence in Libraries award from the TMLDA. They have received this award for multiple years in a row.
 - Congratulations to Serena Contreras, Engineering, for passing the Fundamentals of Engineering Exam.
 - Congratulations to Cole Moody and Larry May from our Parks and Recreation Department for taking first place in the Truck and Trailer event at the Texas Recreation and Parks Society State Maintenance Rodeo.
- Announcements and recognitions by the Mayor (R. Gutierrez)
Mayor Gutierrez thanked City staff, sponsors, participants, and those supporting the fighters that attended the annual Kick Cancer Pep Rally and 5K run.

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-Term Allison Heyward recognized the following residents:

Monica Harris, 11909 Trail Hollow, addressed council regarding an incident she was involved in that occurred August 27, 2024, in the Crossvine Subdivision. The incident involved a pitbull attack on a small woman and her dog that ultimately resulted in Ms. Harris' detainment.

Daniel James, 1048 Richmond Drive, gave an update on VFW events.

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 February 18, 2025 (S.Edmondson/S.Courney)
2. **Resolution 25-R-031** - Authorizing an Amendment to Memorandum of Understanding with 502nd Air Base Wing for Law Enforcement Response Assistance and Information Sharing (S.Williams/J.Lowery)
3. **Resolution 25-R-028** - Authorizing the acceptance of a grant award for Bullet-Resistant Shields to be purchased to enhance law enforcement's all-hazard response capabilities (S.Williams/J.Lowery/K.Kallies)

Mayor Gutierrez asked Council if any items needed to be removed for separate action. No items were removed.

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1 - 3.

Moved by Councilmember Mark Davis, seconded by Councilmember Tim Brown

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

Passed

Discussion and Action Items

4. **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)

Item 4 - Resolution 25-R-021 was tabled until March 18, 2025.

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

Item 5 - Resolution 25-R-005 was tabled until March 18, 2025.

6. **Tax Increment Reinvestment Zone Board (TIRZ)** Appointments/Reappointments (Mayor Gutierrez)

Mayor Gutierrez explained the Tax Increment Reinvestment Zone. Deputy City Manager clarified the composition of the board members. The Board consists of 9 members, 6 of which are appointed by Council, one appointment made by the San Antonio River Authority, and two appointments by Bexar County. Additionally, the state legislature and state senate have an appointment. However, these two appointments are rarely filled. All 6 city appointed board members have terms expiring March 31, 2025. As a specialized board, appointments are not handled in the same manner as other City Boards and Commissions. Additionally, the Chair and Vice Chair appointments are determined in accordance with the TIRZ Board Bylaws.

Currently, only three members have indicated their preference at the expiration of this term. Mr. Clark McChesney has requested reappointment. Mr. Michael Dahle and Ms. Jill Whittaker will not seek reappointment. Mr. James stated he was confident Mr. Brad Pittenger would seek reappointment. He had no indication that Mr. Gary Inmon would seek reappointment. Mayor Gutierrez recommended Councilmember Paul Macaluso be moved from alternate to primary member replacing Mr. Dahle, and he (Mayor) be considered for placement on the board replacing Ms. Whittaker.

Mayor Gutierrez made the motion to appoint Councilmembers Mark Davis and Paul Macaluso, the Mayor, Mr. Clark McChesney, and Mr. Brad Pittenger leaving one vacancy to fill at the next meeting, seconded by Councilmember Tim Brown.

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

Passed

Public Hearings

- 7. Ordinance 25-S-007-** Conduct a public hearing and consider a request for a Specific Use Permit to allow Automobile Repairs and Service, Major in General Business District (GB), on approximately 0.4 acres of land, more specifically known as a portion of Guadalupe County Property Identification Number 121092, generally located 1,092 feet southwest of the intersection of IH-35 N Access Road and FM 1103, City of Schertz, Guadalupe County, Texas (B.James/L.Wood/D.Marquez)

Mayor Gutierrez recognized Planner Daisy Marquez who introduced Ordinance 25-S-007. Ms. Marquez stated 18 public notices were sent on January 22, 2025. Two responses in opposition have been received. A public hearing notice was published in the San Antonio Express on February 12, 2025. The applicant is requesting an SUP to allow Automobile Repairs and Service, Major. The Letter of Intent states custom design and construction, repair, and renovation of food trailers with the capacity to perform electrical, structural, and fabrication work. Ms. Marquez provided background information regarding the subject property. She stated that the proposed use is consistent with the policies set forth in UDC 21.51.11 D. The Planning and Zoning Commission met on February 5, 2025, and recommended approval with a unanimous vote with conditions. Staff recommends approval of Ordinance 25-S-007.

The applicant, Mr. Surgess Santa Cruz, owner of Alamo Food Trailers, thanked Council for the opportunity to speak and offered to address any questions.

Public Hearing opened at 6:52 p.m.
No residents came forward to speak.
Public Hearing closed at 6:52 p.m.

Mayor Gutierrez opened the floor to Council for discussion. After brief discussion, Mayor Gutierrez asked for a motion to approve Ordinance 25-S-007.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

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

Passed

8. **Ordinance 25-S-008** – Conduct a public hearing and consider a request to rezone approximately 4.3 acres of land from Manufacturing – Light District (M-1) and Single-Family Residential District (R-6) to General Business District (GB) known as Comal County Property Identification Number 75307, also known as 7444 FM 482, City of Schertz, Comal County, Texas (B.James/L.Wood/S.Haas).

Mayor Gutierrez recognized Senior Planner Samuel Haas who introduced Ordinance 25-S-008. Mr. Haas provided background information regarding the subject property. He stated 6 public notices were sent on January 23, 2025. No responses have been received. A public notice was published in the San Antonio Express on February 12, 2025. The applicant is requesting to rezone approximately 4.3 acres of land from M-1 and R-6 to General Business (GB). The proposed zoning change meets all criteria for approval outlined in the UDC and conforms to the Comprehensive Land Plan and surrounding land use is consistent. The Planning and Zoning Commission met on February 5, 2025, and recommended approval with 7-0 vote. Staff recommends approval of Ordinance 25-S-008.

Applicant, Kathy Brown, thanked Council for their consideration of the application on behalf of the potential buyer.

Public Hearing opened at 7:00 p.m.
No residents came forward to speak.
Public Hearing closed at 7:00 p.m.

Mayor Gutierrez opened the floor to Council for discussion. After brief discussion, Mayor Gutierrez asked for a motion to approve Ordinance 25-S-008.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

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

Passed

9. **Ordinance 25-S-009** - Conduct a public hearing and consider a request for a Specific Use Permit to allow a Nursery, Major on approximately 4.3 acres of land known as Comal County Property Identification Number 75307, also known as 7444 FM 482, City of Schertz, Comal County, Texas (B.James/L.Wood/S.Haas)

Mayor Gutierrez recognized Senior Planner Samuel Haas who introduced Ordinance 25-S-009. Mr. Haas stated 6 public notices were sent on January 23, 2025. No responses have been received. A public hearing notice was published in the San Antonio Express on February 12, 2025. The applicant is requesting an SUP to allow Nursery, Major, on behalf of a potential buyer. Mr. Haas provided background

information regarding the subject property. He stated that the proposed use is consistent with the policies set forth in UDC 21.5.11.D. The Planning and Zoning Commission met on February 5, 2025, and recommended approval with conditions with a 7-0 vote. Staff recommends approval of Ordinance 25-S-009.

Public Hearing opened at 7:08 p.m.
No residents came forward to speak.
Public Hearing closed at 7:08 p.m.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred. Mayor Gutierrez asked for a motion to approve Ordinance 25-S-009.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

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

Passed

10. Ordinance 25-S-010 - Conduct a public hearing and consider an Amendment to the City of Schertz Comprehensive Plan to incorporate updated Water and Wastewater Master Plans (B.James/K.Woodlee)

Mayor Gutierrez recognized City Engineer Kathy Woodlee who introduced Ordinance 25-S-010. Ms. Woodlee explained the need to incorporate the updated Water and Wastewater Master Plans into the City of Schertz Comprehensive Plan. The basis was the 2018 Land Use Plan Map. Using models developed from the land use plan map and proposed housing developments, they were able to evaluate the future water/wastewater systems needed for growth over a 30-year planning period.

Public Hearing opened at 7:19 p.m.
No residents came forward to speak.
Public Hearing closed at 7:19 p.m.

Mayor Gutierrez opened the floor to Council for discussion. Questions regarding growth projections were addressed by Deputy City Manager Brian James, who explained growth and population projections assume a stable growth rate throughout the timeframe, but the key to growth projections is monitoring the growth in development.

Mayor Gutierrez asked for a motion to approve Ordinance 25-S-010.

Moved by Councilmember Tim Brown, seconded by Councilmember Paul Macaluso

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

Passed

Workshop

11. Workshop Discussion and Updates on the 89th Legislative Session (S. Gonzalez/L. Klepper)

Mayor Gutierrez recognized Public Affairs Director Linda Klepper who provided an update on the 89th Legislative Session. Ms. Klepper provided an overview of key dates and a list of bills that are being tracked due to the potential impact they could have on our city. Councilmembers thanked Ms. Klepper for tracking the bills and providing them with key information.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

12. 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 for updates or information from Staff were made by the Mayor or Councilmembers.
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
No requests that items or presentations be placed on a future City Council agenda were made by the Mayor or Councilmembers.
- City and Community Events attended and to be attended (Council)

Mayor Pro-Tem Heyward encouraged fellow Councilmembers to subscribe to the TML Exchange so they can receive legislative updates each Friday and TML is offering Zoom meetings regarding legislative updates for each region. Region 7 will be on March 25th and April 22nd. She participated in the Partners in Progression Legislative Priorities with the school district, TML Board Meeting, Region 11 Board Meeting, Personnel Records Webinar, and the Schertz Young Leaders Government Day.

Councilmember Guerrero participated in the Kick Cancer Pep Rally and 5K.

Councilmember Westbrook attended the Schertz-Cibolo-Universal City legislative update.

Councilmember Brown attended the SCUSISD legislative update and the Economic Development Corporation Meeting.

Adjournment

Mayor Gutierrez adjourned the meeting at 7:49 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheree Courney, Deputy City Secretary