

DRAFT

MINUTES REGULAR MEETING March 18, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on March 18, 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; Councilmember Mark Davis; Councilmember Paul Macaluso; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Tim Brown

Absent: Mayor Pro-Tem Allison Heyward; Councilmember Michelle Watson

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 Westbrook)

Councilmember Robert Westbrook 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 (R.Gutierrez)
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.

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 Sydney Garcia, EMS, had been promoted to Paramedic. Mr. Williams also announced that the Schertz Economic Development Corporation received an Economic Excellence Recognition Award for 2024 from the Texas Economic Development Council.

- 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 Gutierrez recognized the following residents:

Steven Stark, 3900 Arroyo Seco, spoke on behalf of the Arroyo Verde HOA who are opposed to the current proposed location for the water line that is listed in the CIP. Homeowners unanimously request the water line be placed on the other side of the drainage ditch.

Maggie Titterington, 1730 Schertz Parkway, thanked Councilmember Westbrook for hosting the Women Leaders Lunch honoring women in business and city government. She recognized and thanked Deputy City Manager Brian James and his office, specifically Tammy Lawrence, for help provided a Chamber member who was experiencing issues with a contractor. Ms. Titterington announced upcoming events sponsored by The Chamber.

Carmel Terrell, 12715 Sherlock Lane, announced she was there to observe the meeting as part of The Chamber's Leadership CORE class.

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 March 4, 2025 (S.Edmondson/S.Courney)

2. Appointments, Re-appointments, and Resignations - City of Schertz Boards, Commissions and Committees

Appointments

- Buildings and Standards
Alex Fuentes, Board Member
Steven Icke, Board Member
Edward Paquette, Alternate #1
David Hughes, Alternate #2
- Economic Development Corporation
Bryan Jones, Director
- Library
Marjorie Brody, Alternate #2
- Parks and Recreation
Dr. Sharon Denson, Alternate #2
- Planning and Zoning Commission
David Hughes, Alternate #2
- Traffic and Safety Advisory Board
Christopher Hormel, Board Member
Donald Nolan, Board Member
Melanie McCoy, Alternate #1

Reappointments

- Schertz Historical Preservation Society
Maggie Titterington, Board Member
- Traffic and Safety Advisory Board
Ferrando Heyward, Board Member
Roy Ragsdale, Board Member

Resignations

- Traffic and Safety Advisory Board
Charles Cornelisse, Board Member
Will Martinez, Board Member

3. Resolution 25-R-035 - Authorizing a professional services agreement amendment with Halff Associates, Inc., for the Lookout Road Reconstruction Project. (B.James/K.Woodlee/J.Nowak)

4. Resolution 25-R-026 – Authorizing an agreement with Freeland Turk Engineering Group, LLC, for design, bid, and construction phase engineering services for the Bell North Drive Sewer Extension Project. (B.James/K.Woodlee/E.Schulze)

Mayor Gutierrez asked 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 - 4.

Moved by Councilmember Mark Davis, seconded by Councilmember Robert Westbrook

AYE: Councilmember Mark Davis, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

Other: Mayor Pro-Tem Allison Heyward (ABSENT), Councilmember Michelle Watson (ABSENT)

Passed

Discussion and Action Items

5. Resolution 25-R-034 - Accepting the Audit Report and the Annual Comprehensive Financial Report. (S.Gonzalez/J.Walters)

Mayor Gutierrez recognized Finance Director James Walters, who introduced Resolution 25-R-034 accepting the Annual Comprehensive Financial Report for Fiscal Year 2023-2024. Mr. James explained the ACFR is the culmination of the City's financial performance. He introduced Mr. Travis Rogers, from the City's auditing firm, Pattillo, Brown & Hill. Mr. Rogers explained the auditor's responsibilities and provided highlights from the audit.

Mayor Gutierrez thanked Mr. Rogers for the information and opened the floor to Council for discussion.

No Council discussion occurred.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-034.

Moved by Councilmember Tim Brown, seconded by Councilmember Robert Westbrook

AYE: Councilmember Mark Davis, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

Other: Mayor Pro-Tem Allison Heyward (ABSENT), Councilmember Michelle Watson (ABSENT)

Passed

6. **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 6 - Resolution 25-R-021 was tabled until April 1, 2025.

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

Item 7 - Resolution 25-R-005 was tabled until April 1, 2025.

Public Hearings

8. Public Hearing for presentation and discussion regarding Amendments to the City of Schertz Water and Wastewater Land Use Assumptions, Capital Improvement Plans, and Impact Fees. (B.James/K.Woodlee)

Mayor Gutierrez recognized City Engineer Kathy Woodlee. Ms. Woodlee addressed the concerns raised by Mr. Stark during the Hearing of Residents stating that the water line as drawn on the plan is an approximation, not actual location. Ms. Woodlee then introduced Mr. Lee Hamm, PE, who presented the information regarding the amendments to the City of Schertz Water and Wastewater Land Use Assumptions, Capital Improvement Plans, and Impact Fees.

Following Mr. Hamm's presentation, Ms. Woodlee explained options for adopting and implementing any impact fee increase. The Capital Improvement Advisory Commission (CIAC) indicated the need for a grace period, but did not provide a timeline for one. Staff is recommending July 1, 2025. CIAC recommended the phase in of the rate over a 3-year period. Ms. Woodlee stated no action would be taken until April 1, 2025, and that action would be contingent upon Council direction received at this meeting.

Mayor Gutierrez explained this item was on the agenda as a public hearing.

Public Hearing opened at 6:41 p.m.
No residents came forward to speak.
Public Hearing closed at 6:42 p.m.

Mayor Gutierrez opened the floor to Council for discussion. After much discussion, Council did not come to a consensus regarding the time period, therefore it was recommended Staff present both options discussed for the phase in of fees to the next City Council meeting.

Workshop

9. Workshop regarding Temporary Sign Enforcement specifically in relation to Inflatable / Balloon Signs and Feather Flags (B.James/L.Wood/E.Delgado)

Mayor Gutierrez recognized Planning Manager Emily Delgado who provided background information regarding the UDC language related to inflatable (balloon) signs and feather flags (wind sign). At the February 18, 2025, meeting, Council provided guidance on the language regarding these signs to incorporate into the full Article 11 UDC rewrite. While the rewrite is underway, staff are seeking guidance on enforcement related to the upcoming changes related to the inflatable and feather flag signs. Ms. Delgado presented three options.

Mayor Gutierrez opened the floor to Council for discussion. Council consensus was reached and staff provided the following guidance: staff can keep enforcing feather flags and balloon signs in the same fashion as prior to the direction given by Council at the February 18, 2025, meeting. This would include requiring a permit for all temporary signs and not allowing balloon signs and feather flags in accordance with UDC Section 21.11.6.

Closed Session

10. The City Council will meet in closed session under Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.

- Project:E-99

Mayor Gutierrez recessed to Closed Session at 7:19 p.m.

Reconvene into Regular Session

Mayor Gutierrez reconvened Regular Session at 7:52 p.m.

11. Take any action based on discussion held in Closed Session under Agenda Item #10.

Mayor Gutierrez stated the discussion for Closed Session Agenda Item #10 started at 7:25 p.m. and ended at 7:51 p.m.

Mayor Gutierrez read Resolution 25-R-032 into the record and asked for a motion to

approve.

Moved by Councilmember Paul Macaluso, seconded by Councilmember Ben Guerrero

AYE: Councilmember Mark Davis, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Tim Brown

Other: Mayor Pro-Tem Allison Heyward (ABSENT), Councilmember Michelle Watson (ABSENT)

Passed

Information available in City Council Packets - NO DISCUSSION TO OCCUR

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
No requests from 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
Councilmember Westbrook requested introductions of new board members that were appointed be made to acquaint Council with the volunteers.
- City and Community Events attended and to be attended (Council)
Councilmember Macaluso participated in the Clean the Creek event.
Councilmember Guerrero attended the BVYA opening weekend.
Councilmember Westbrook attended the Chamber luncheon and SCUCISD Community Advisory Committee (CAC).
Councilmember Brown attended the Chamber luncheon.

Adjournment

Mayor Gutierrez adjourned the meeting at 7:56 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary