

DRAFT

MINUTES REGULAR MEETING September 16, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on September 16, 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 Tim Brown; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Allison Heyward

Staff present: City Manager Steve Williams; Deputy City Manager Brian James; City Attorney Daniel Santee; 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. (Mayor Pro Tem Brown)

Mayor Pro Tem Tim Brown provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

Proclamations

National Finance and Accounting Appreciation Week-September 15-21, 2025 (Mayor Pro Tem Brown)

Mayor Pro Tem Tim Brown presented the National Finance and Accounting Appreciation Week — September 15–21, 2025, to Finance Director James Walters and members of the Finance team.

National I.T. Professionals Day-September 16, 2025 (Councilmember Watson)
Councilmember Michelle Watson presented the National I.T. Professionals Day — September 16, 2025, Proclamation to IT Director Jack Bluebird and members of the I.T. team.

Human Resources (H.R.) Professional Day-September 26, 2025 (Councilmember Macaluso)

"HumanifyAI" is the theme 2025

Councilmember Paul Macaluso presented the Human Resources (H.R.) Professional Day — September 26, 2025, Proclamation to HR and Purchasing Director Jessica Kurz and HR Manager Leanne Latham. This year's theme is "HumanifyAI".

Fire Prevention Week October 5-11, 2025 (Councilmember Westbrook)

Councilmember Allison Heyward presented the Fire Prevention Week — October 5–11, 2025, Proclamation to Fire Chief Greg Rodgers and the Fire Department team.

City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)
Assistant City Manager Sarah Gonzalez provided the announcements of upcoming city events.
- Announcements and recognitions by the City Manager (S. Williams)
City Manager Steve Williams provided the following announcements:
 - In celebration of National Police Woman Day, September 12, 2025, he recognized and thanked Lt. Kallies, Detective Lafitte, Detective Apgar, Officer Kraft, Officer Almanza, Officer Sterling, and Officer Meyers for their service to the City of Schertz.
 - In recognition of First Responders on September 11, Schertz Funeral Home, John Paul II Catholic High School, Tropical Smoothie, HEB, and members of the community brought treats to the Police and Fire Departments to express their appreciation and support.
- Announcements and recognitions by the Mayor (R. Gutierrez)
Mayor Gutierrez provided the following announcements and recognitions:
 - Congratulations to Deputy City Secretary Sheree Courney on receiving her City Secretary certification.
 - Thanks to Congressman Henry Cuellar for providing funds for new police cruisers and to the Commissioner's Court for allocating two of the cruisers to the City of Schertz.

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 Tim Brown recognized the following residents:

D.J. Thomson, thanked the mayor and city council for all they do for the city, the community, and individuals helping create a better city.

Mark and Kathy Peshorn, 8320 Trainer Hale Rd., spoke about extending FM 3009 across FM 78 and the need to ensure the bridge be built at the hundred-year flood elevation. Dr. Peshorn provided historical facts regarding flooding to that area and his concerns if the bridge were not built at an appropriate elevation. He cited examples of recent devastation, high water rescues, and loss of life due to the floods in our area, San Antonio, and Kerrville.

Daniel Jameson, 1000 FM 78, provided an update on the VFW and reminded council of their monthly breakfast fundraiser.

Michele Tereletsky, 705 Marilyn Dr., reminded Council and the City Manager on the importance of transparency, communication, and feedback.

Maggie Titterington, 1730 Schertz Parkway, provided updates on The Chamber activities and legislative updates affecting small businesses. She reminded Council that the "Meet the Candidates" would be held on October 8th at the Schertz Civic Center from 6:00 p.m. - 7:30 p.m.

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 City Council Meeting on September 2, 2025 (S.Edmondson/S.Courney)
2. **Appointments, Re-appointments, and Resignations** - City of Schertz Boards, Commissions and Committees

Appointments

Parks and Recreation Board

Jason Hernandez

Rodricus Harvey

Re-appointments

Economic Development Corporation (EDC)

Eryn McElroy

Reynaldo Chavez

Parks and Recreation Board

Robert Sheridan
Reginna Agee
Elizabeth Wiley

Building and Standards Commission

Glen Outlaw
Andrew Buratowski

3. **Resolution 25-R-120** - Authorizing an Interlocal Agreement for EMS billing services with the City of Alamo Heights (S.Williams/J.Mabbitt)
4. **Resolution 25-R-117** - Authorizing expenditures with Medic Built, Frazer, and Tellus Equipment Solutions for the FY 25/26 Vehicle Replacement Program (B.James/D.Hardin/M.Chappell)
5. **Resolution 25-R-119** - Authorizing an Interlocal Agreement with the Schertz Housing Authority for Cooperative Purchasing Services (S.Gonzalez/J.Kurz/D.Ellenburg)
6. **Resolution 25-R-122** - Authorizing the EMS, Utility Billing, Schertz Magazine, and Library debt revenue adjustments (S.Gonzalez/J.Walters)
7. **Resolution 25-R-126** - Authorizing a Schertz Main Street Area Preservation Incentive Program Grant for 420 Curtiss (S.Williams/B.James)
8. **Resolution 25-R-135** - Authorizing an Interlocal Agreement with Guadalupe County for parking lot striping (S.Williams/B.James)
9. **Resolution 25-R-131** Reappointment of Brian Edgington to Board of Directors Place D-4 of Cibolo Local Government Corporation (Mayor/S.Edmondson)
10. **Resolution 25-R-130** - Appointment of Dan Swart to Cibolo Valley Local Government Corporation (Mayor/S.Edmondson)

Mayor Gutierrez asked if either item needed to be removed for separate action.
Councilmember Davis requested Item number 7 be removed for separate action.
Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1-6 and #8-10.

Moved by Councilmember Michelle Watson, seconded by Councilmember Allison Heyward

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

Mayor Gutierrez recognized Councilmember Allison Heyward who introduced Mr.

Rodricus Harvey, thanking him for coming to the meeting and welcoming him to the Parks and Recreation Advisory Board.

Mayor Gutierrez recognized Councilmember Mark Davis to address concerns regarding consent agenda item #7. Councilmember Davis stated he had concerns about the way Resolution 25-R-126 was stated on the agenda. He cited previous discussion and action related to the Main Street Preservation Incentive Program Grant and asked for clarification on the carport since it didn't appear to play into the historic nature required for the grant. Mr. James explained that the "carport" was built at the same time and is part of the original structure (house) which meets the historic nature requirement for this grant.

After brief discussion, Councilmember Mark Davis made the motion to approve Consent Agenda Item #7, seconded by Councilmember Michelle Watson

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

Passed

Discussion and Action Items

11. Ordinance 25-T-038 - Authorizing an amendment to the Fiscal Year 2024-2025 Budget (S.Gonzalez/J.Walters)

Mayor Gutierrez recognized Finance Director James Walters who presented the required amendments to Fiscal Year 2024-2025 Budget necessary to close out the fiscal year.

Mayor Gutierrez opened the floor to council for discussion.

No discussion occurred.

Mayor Gutierrez asked for a motion to approve Ordinance 25-T-038.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

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

Passed

12. Resolution 25-R-125 - Amending the Main Street Area Preservation Incentive Program and the Main Street Local Flavor Economic Development Program (S.Williams/B.James)

Mayor Gutierrez recognized Deputy City Manager Brian James who presented Resolution 25-R-125. Mr. James explained the current criteria for the Main Street Area Preservation Incentive Program and the Main Street Local Flavor Economic Development Program and the absence of direction in dealing with landmark properties that don't have structures and multi-family structures for which these amendments are being requested. He brought forth a recommendation from the Schertz Historical Preservation Committee to amend the Preservation grant to include a grant category similar to the Flat Work Grant in the Local Flavor for consideration.

Mayor Gutierrez opened the floor to council for discussion.

No discussion occurred.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-125.

Moved by Councilmember Michelle Watson, seconded by Mayor Pro Tem Tim Brown

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

Passed

13. Resolution 25-R-127 - Approving a Schertz Main Street Local Flavor Economic Development Grant for 534 Main (S.Williams/B.James)

Mayor Gutierrez recognized Deputy City Manager Brian James who introduced Resolution 25-R-127. Mr. James stated that this grant was for Sue's Stitch and Sew. The building has commercial on the first floor and residential on the second floor, which qualifies it for the Local Flavor grant.

Mayor Gutierrez opened the floor to council for discussion.

No discussion occurred.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-127.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

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

Passed

- 14. Resolution 25-R-129** - Authorizing a contract with the Cibolo Creek Municipal Authority (CCMA) for the expansion of the South Wastewater Treatment Plant (S.Williams/B.James)

Mayor Gutierrez recognized Deputy City Manager Brian James who introduced Resolution 25-R-129 authorizing a contract with the CCMA for the expansion of the South Wastewater Treatment Plant. Mr. James explained the need for the expansion and that the use of the sewer impact fees would help offset some of the cost. The remainder of the cost would require debt issuance.

Mayor Gutierrez opened the floor to council for discussion.

No discussion occurred.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-129.

Moved by Mayor Pro Tem Tim Brown, seconded by Councilmember Michelle Watson

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

Passed

- 15. Resolution 25-R-132** -Selection of a Candidate for the TML Region 7 Director Election (Mayor/S.Edmondson)

Mayor Gutierrez recognized City Secretary Sheila Edmondson who introduced Resolution 25-R-132 and provided the names of the candidates seeking to serve as TML Region 7 Director.

Mayor Gutierrez stated two options for Council to consider. (1) Council could select a candidate this evening, and he would cast the vote accordingly; or (2) Council could allow the Mayor to cast all 13 votes allocated to the City of Schertz at the Northeast Partnership meeting based on the consensus of the cities represented there. Council consensus was option 2. The Mayor will cast the votes at the Northeast Partnership meeting.

Public Hearings

- 16. Resolution 25-R-101** - Conduct a public hearing regarding annexation vs. land use regulation related to Resolution 25-R-101 Special Election for properties within a five-mile boundary of JB SA-Randolph (Mayor/B.James/S.Edmondson)
Following the Public Hearing, there will be a 45-minute Workshop Session for open dialogue between Residents, Council and Staff to address questions or concerns.

Mayor Gutierrez recognized City Secretary Sheila Edmondson, who introduced Resolution 25-R-101 and provided details regarding election processes to include the options put forth for voter consideration and a map outlining the subject properties. Following her presentation, Ms. Edmondson ceded the floor to Deputy City Manager Brian James, who provided details related to annexation vs. land use regulation. Mr. James stated that land use regulation would be based on the 2015 Joint Land Use Study adopted by Council in 2015, which is available on the website, and he encouraged all affected residents to review it.

Mayor Gutierrez opened the public hearing at 7:12 p.m.

The following residents spoke:

- Jared Duke, 9028 Weir Road
- Steve Slate, 8600 Quailwood Run
- Rod Ellison, 12762 Woman Hollering Road

Mayor Gutierrez closed the public hearing at 7:21 p.m.

Mayor Gutierrez opened the Workshop session at 7:22 p.m.

Several residents came forward with questions and concerns that were addressed by Council and Deputy City Manager Brian James.

Mayor Gutierrez closed the Workshop session at 8:07 p.m.

No further action was taken on agenda item #16.

Mayor Gutierrez recessed to Closed Session at 8:08 p.m.

Closed Session

17. 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-107

Mayor Gutierrez stated that discussion regarding Project E-107 began at 8:20 p.m. and ended at 8:45 p.m.

18. The City Council will meet in closed session under Section 551.074 of the Texas Government Code, Personnel Matters, to conduct the annual evaluation of the City Secretary, Ms. Sheila Edmondson.

Mayor Gutierrez stated that discussion regarding the annual evaluation of the City

Secretary, Ms. Sheila Edmondson, began at 8:50 p.m. and ended at 9:33 p.m.

Reconvene into Regular Session

Mayor Gutierrez reconvened Regular Session at 9:53 p.m.

- 19.** Take any action based on discussion held in Closed Session under Agenda Item # 17.

Mayor Gutierrez read Resolution 25-R-124 into the record and asked for a motion to approve.

Moved by Mayor Pro Tem Tim Brown, seconded by Councilmember Allison Heyward

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

Passed

- 20.** Take any action based on discussion held in Closed Session under Agenda Item # 18.

Mayor Gutierrez brought forth action to increase the City Secretary's annual compensation to \$106,000 effective October 1, 2025, and asked for a motion to approve.

Moved by Councilmember Ben Guerrero, seconded by Councilmember Allison Heyward

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

NAY: Councilmember Mark Davis

Passed

Information available in City Council Packets - NO DISCUSSION TO OCCUR

- 21. Comal Appraisal District Board of Director Election Information**

- 22. Guadalupe Appraisal District Board of Directors Election Information**

Requests and Announcements

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

No requests were made 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

Councilmember Macaluso requested a workshop presentation regarding the 4th of July Jubilee events planned for the 250th birthday.

- City and Community Events attended and to be attended (Council)

Councilmember Watson attended the ribbon cutting for My Urgent Care and the NEP luncheon.

Councilmember Macaluso attended the Interview Committee meeting.

Councilmember Guerrero reminded everyone of the VFW monthly breakfast.

Councilmember Westbrook attended the Northeast Partnership and Chamber luncheons.

Councilmember Heyward attended the ribbon cutting for My Urgent Care, Hogwild, and the Interview Committee meeting.

Adjournment

Mayor Gutierrez adjourned the meeting at 9:57 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary