

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, March 22, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor
Bert Buys, Mayor Pro Tem
Alex Blue
Cynthia Massey
Paul Friedrichs

Absent: Edward Villanueva

Staff Present: Rick Schroder, City Administrator
Celina Perez, City Secretary
Susan Darst, Assistant to City Administrator

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented by Mayor Thomas A. Schoolcraft to the Helotes Dispatch Center in recognition of National Public Safety Tele communicators Week dated April 8 – 14, 2018.

Mayor Schoolcraft presented the proclamation and recognized Angela Bocconcelli, Dispatch Supervisor, Ashley Suarez, Assistant Dispatch Supervisor and Dispatchers Cristina Lopez, Joseph Scott, Skylar Dailey, Annie Musquiz, Chanda Russell, Heidi Canon, and Lazaro Flores.

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. **Discussion of and action on the minutes of the Regular Meeting dated March 8, 2018. (Staff)**

Motion was made by Council Member Massey, second by Council Member Friedrichs, to discuss and act on this item as written.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Architect Nicholas C. Melde for approval of a conceptual design plan for Haciendas del Rio located within the Old Town Helotes Special District at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1046345. (Applicant)**

(Note: On March 6, 2018, the Planning & Zoning Commission recommended approval of a conceptual design plan for Haciendas Del Rio on the condition that the proposed sign be considered as a "Creative Sign", which should be landscaped and include the street address; and the exterior lighting should be limited in height to 16 feet and dark-sky compliant. Additionally, the Commission was in support that the Board of Adjustment grant a variance to the buffer zone Code requirement for the rear property line for Building 2 and Building 5.)

Motion was made by Mayor Pro Tem Buys, second by Council Member Blue, to discuss and act on this item as written. The motion included supporting the Planning and Zoning Commission recommendation for the site plan, building design, signage, exterior lighting, and support to the Board of Adjustment.

Motion to approve carried unanimously.

6. **Discussion of and action on the approval of a Fee in Lieu of Detention, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Storm Water Detention and Drainage*, Section 34-55 *Fee In Lieu of Detention*, Subparagraph (b), for the Hultz Retail Shell Building located at 14789 Old Bandera Road, Helotes, TX 78023, more particularly described as BCAD Prop. ID No. 242066. (Applicant)**

Motion was made by Council Member Friedrichs, second by Mayor Pro Tem Buys, to discuss and act on this item as written.

Motion to approve carried unanimously.

7. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas approving a professional services agreement between Susan Wootton and the City of Helotes for finance and accounting services; specifying services and associated fees; incorporating recitals; providing for severability; repealing Ordinance No. 558 and any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

Motion was made by Mayor Pro Tem Buys, second by Council Member Blue, to discuss and act on this item as written.

Motion to approve carried unanimously.

- 8. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas appointing Tabitha Durr as the City Treasurer of the City of Helotes; approving the form and amount of a bond executed by the same; incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

Motion was made by Mayor Pro Tem Buys, second by Council Member Friedrichs, to discuss and act on this item as written.

Discussion included the checks and balances involving the appointment of a direct employee as the City Treasurer, versus the current appointment of an independent contractor. Rick Schroder, City Administrator, advised it is not unusual to have an internal City Treasurer or Finance Director, and added that the auditors provided a letter of support regarding this same item. Susan Wootton, Certified Public Accountant, will still continue to provide oversight and review the reconciliations.

Motion to approve carried unanimously.

After the vote, Mayor Schoolcraft administered the Oath of Office to Tabitha Durr as the City Treasurer.

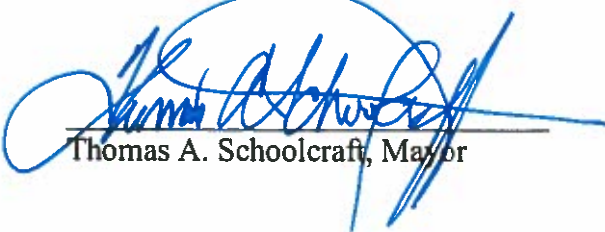
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:33 pm.

ATTEST:



Celina Perez, City Secretary



Thomas A. Schoolcraft, Mayor

