

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, October 8, 2015 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.

Council

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

Staff Present: Rick Schroder, City Administrator
Lea Ream, City Attorney
Grace Tamez, City Secretary

1. Call to Order.

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

OPEN SESSION:

2. Citizens to be Heard.

No one signed up to speak on this item.

UNFINISHED BUSINESS:

3. Presentation on and discussion of and action on an Agreement for Professional Services between the City of Helotes Economic Development Corporation and Freese and Nichols, Inc. for the completion of a Growth Management Plan for the City of Helotes and its Extraterritorial Jurisdiction in the amount of Forty-six Thousand Dollars and no Cents (\$46,000.00). (EDC)

Dan Sefko, Planning Director with Freese and Nichols gave a brief presentation. Freese and Nichols is a multi-discipline engineering firm with a myriad experience in planning and zoning. The goal of the study is to identify and prioritize annexation and possible incentives available to the City.

Discussion included that this process includes duplicate services from another EDC study, the need for this study is premature, the high cost of the study, the lack of comparing firms, and the benefits of this study to the City. It was also noted that EDC had budgeted for this study and advance planning can result in positive benefits to the City.

Mr. Sefko stated that the firm is agreeable to make changes in the contract to eliminate duplicate services.

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

Motion to approve carried: 3 Ayes; 2 Nays – Council Member Villanueva and Council Member Buys; 0 Abstain.

CONSENT AGENDA: All items marked with an asterisk (***) on the consent agenda were voted on at the beginning of the meeting. Motion was made by Mayor Pro Tem Friedrichs, second by Council Member Villanueva, to approve items 4 and 5 on the consent agenda. Motion to approve carried unanimously.

4.* Approval of the minutes of the regular meeting dated September 24, 2015. (Staff)**

5.* Ratification of the following interdepartmental budget adjustments transferring:**

- \$858.90 from General Fund No. 515-5105 to 510-5101;
- \$7,617.33 from General Fund No. 520-5211 to 510-5101;
- \$4,179.03 from General Fund No. 560-5501 to 515-5103;
- \$532.27 from General Fund No. 530-5103 to 535-5101;
- \$40.72 from General Fund No. 530-5103 to 535-5103;
- \$5.56 from General Fund No. 530-5102 to 540-5101;
- \$275.39 from General Fund No. 530-5103 to 540-5101;
- \$2,402.64 from General Fund No. 530-5105 to 540-5101;
- \$749.92 from General Fund No. 530-5116 to 540-5101;
- \$262.67 from General Fund No. 520-5202 to 540-5103;
- \$182.33 from General Fund No. 520-5202 to 540-5104;
- \$609.09 from General Fund No. 500-5326 to 545-5101;
- \$4,774.35 from General Fund No. 515-5103 to 545-5101;
- \$8,185.08 from General Fund No. 560-5105 to 580-5101;
- \$9,898.14 from General Fund No. 560-5113 to 580-5101;
- \$787.66 from General Fund No. 580-5103 to 585-5101;
- \$4,032.79 from General Fund No. 580-5105 to 585-5101; and
- \$4,073.29 from General Fund No. 580-5108 to 585-5101

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 6. Discussion and action on Resolution No. 331 of the City Council of the City of Helotes, Texas approving an Agreement to Contribute Right of Way Funds (Fixed Price) in the amount of Sixteen Thousand Four Hundred Nineteen Dollars and Sixty-four Cents (\$16,419.64) between the State of Texas, acting through the Texas Department of Transportation, and the City of Helotes for the municipal portion of costs associated with acquiring necessary rights of way and the adjustment of utilities for highway improvements to F.M. 1560 (Hausman Rd.) from S.H. 16 to S.L. 1604; authorizing Mayor Thomas A. Schoolcraft to execute said Agreement on**

behalf of the City Council of the City of Helotes; providing for severability; incorporating recitals; and setting an effective date. (Staff)

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

Motion to approve carried unanimously.

7. **Discussion of and action on a request for a variance to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-43 *Residential subdivision entry signs* by M/I Homes of San Antonio, L.L.C. for the Trails at Helotes Subdivision located, generally, at the intersection of S.H. 16 (Bandera Rd.) and Far Reaches Lane, Helotes, Texas 78023, more particularly described as Bexar Appraisal District (BCAD) Property IDs 247040 and 247042. (Applicant)**

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

On September 1, 2015, the Planning and Zoning Commission approved the sign with the following revisions; 1) the tower be reduced to 5'4" to match the height of the column on the other side of the sign, and 2) the overall size of the sign shall not exceed 145 square feet in size.

Discussion included the need to follow City Code regulations, the overall size of the sign exceeds City Code, and the height of one column exceeds the height regulation by two feet.

Motion to amend was made by Mayor Pro Tem Friedrichs, second by Council Member Buys, to approve the variance for the sign on the condition that the height of the column (inside column) be reduced to no more than 12 feet in height.

Motion to approve as amended carried unanimously.

8. **Discussion of and action on amendments to City of Helotes Personnel Policies and Procedures Manual Chapter 3 *Equal Opportunity Employer*, Chapter 13, Section 13.2 (f) *Family/Medical Leave*, and Chapter 22 *Definitions* to clarify the definition of "spouse," its applicability to City personnel and benefits, and compliance with Department of Labor Wage and Hour Division Final Rule 29 CFR Part 825. (Staff)**

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

Motion to approve carried unanimously.

9. **Discussion of and action on the following reappointments to the City of Helotes Economic Development Corporation Board of Directors (Mayor):**

- **Place One, Drue Helms** Term expiring September 30, 2017;
- **Place Two, Kathy Oliver** Term expiring September 30, 2016;
- **Place Three, Pat Wootton** Term expiring September 30, 2017;

- **Place Four, Keith Muhlestein** **Term expiring September 30, 2016; and**
- **Place Seven, Carl Hale** **Term expiring September 30, 2017.**

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

Motion to approve carried unanimously.

Council Member Massey acknowledged and thanked Ardie Garner for service to the City. Ms. Garner was appointed to the EDC Board in 2003 and served as its president since 2004.

10. Discussion of and action on the following appointments to the City of Helotes Economic Development Corporation Board of Directors (Mayor):

- **Place Five, Kathryn Mitchell** **Term expiring September 30, 2017; and**
- **Place Six, Diane Anderson** **Term expiring September 30, 2016.**

Ms. Mitchell and Ms. Anderson introduced themselves to the Council.

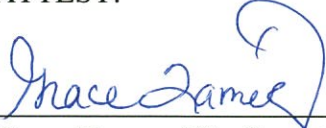
Motion was made by Mayor Pro Tem Friedrichs, second by Council Member Massey, to discuss and act on this item as written.

Motion to approve carried unanimously.

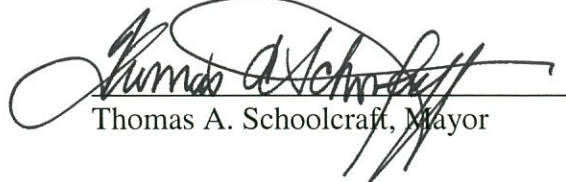
Adjourn.

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:49 p.m.

ATTEST:



Grace Tamez, City Secretary



Thomas A. Schoolcraft, Mayor

