

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, December 12, 2019 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
Alex Blue, Mayor Pro Tem
Bert Buys
Cynthia Massey
Paul Friedrichs

Absent: Alan Holmes

Staff Present: Celina Perez, City Secretary

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Massey 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.

CONSENT AGENDA (ITEM NOS. 3 - 8): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Buys, second by Council Member Friedrichs, to approve items 3 through 8 on the consent agenda. Motion to approve carried unanimously.

3. Approval of the minutes of the Regular Meeting dated November 14, 2019. (Staff)**

4. Approval of the Fiscal Year Ending (FYE) 2020 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated December 4, 2019. (Staff)**

5. Approval of a Resolution of the City Council of the City of Helotes, Texas designating an investment officer for public investment purposes; repealing Resolution No. 19-008; authorizing the Mayor to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

- 6.** **Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, for Goodson Subdivision, being a 1.963 acre tract of land lying in Lot 111 Block 1, situated 0.661 acres in the J.M. Ross Survey No. 223, Abstract No. 645 and 1.302 acres in the Comanche Creek Irrigation Company Survey No. 345, Abstract No. 172, County Block 4524, of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID No. 242105. (Applicant)**
- 7.** **Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, for Judicial Services Company, a proposed office located at 15248 Scenic Loop Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242030. (Applicant)**
- 8.** **Approval of a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Iron Horse Townhomes, being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID Nos. 240904 & 240908. (Applicant)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. **Discussion of and action on a request by Kyle Hultz for approval of a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 *Permits, Certificates, and Approval Required; Master Sign Plan for Hultz Office Building located at 14789 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1289679. (Applicant)***

(Note: On December 3, 2019 the Planning & Zoning Commission recommended approval of the Master Sign Plan for the Hultz Office Building. It was noted that each individual tenant will be responsible for obtaining a permit, which would be reviewed and approved administratively.)

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

Motion to approve the item as written carried unanimously.

10. **Discussion of and action on an Agreement for Medical Control and Medical Director Services between the City of Helotes and the University of Texas Health Science Center at San Antonio, for the provision of said services to the City of Helotes Fire, Emergency Medical Service, and Dispatch Departments for a term of three (3) years, beginning on January 1, 2020, in the amount of \$17,388.00 per year; authorizing the Mayor to execute said Agreement on behalf of the City Council of the City of Helotes, Texas. (Staff)**

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

Motion to approve the item as written carried unanimously.

11. Discussion of and action on a budget adjustment transferring \$53,500.00 from the Fund Balance to General Fund Expenditure Line Item No. 01-510-5305 *Technology & Equipment*. (Staff)

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

Discussion included the mandatory Microsoft Windows 10 and Microsoft Exchange 2019 licensing upgrades for the City's computer systems. Council previously approved \$20,000.00 as part of the FYE 2020 Budget, however, since the adoption of the budget, the City's IT provider, RX Technology, identified additional maintenance and update requirements. The quotes, with a breakdown of the work, are included in the agenda item materials. Mayor Schoolcraft advised the transfer would come from the surplus in the general fund and the agenda wording of this item was recommended by the auditors.

Motion to approve the item as written carried unanimously.

CLOSED SESSION:

Mayor Schoolcraft read the caption below and adjourned the meeting into closed session at 7:13 pm.

12. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by Law:

- **§551.074 *Personnel Matters* - City Council will meet in Closed Session to discuss the qualifications of candidates for the position of City Administrator.**

Mayor Schoolcraft convened the meeting into open session at 8:24 pm and announced that no action had been taken in closed session.

13. Discussion of and action on matters discussed in Closed Session regarding the qualifications of candidates for the position of City Administrator; authorizing the Mayor and City Attorney to negotiate and execute a contract per the terms discussed in Closed Session. (City Council)

Mayor Schoolcraft entertained a motion from Council to discuss and act on this item.

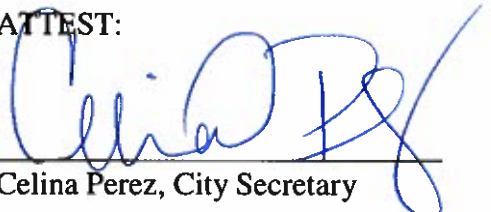
Motion was made by Council Member Massey to authorize the Mayor and City Attorney to negotiate and execute a contract with the preferred candidate for the position of City Administrator per the terms discussed in Closed Session. Council Member Buys seconded.

Motion to approve carried unanimously.

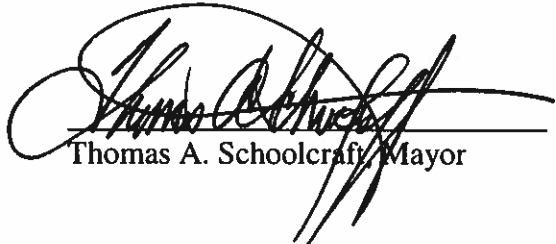
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:26 p.m.

ATTEST:



Celina Perez, City Secretary



Thomas A. Schoolcraft, Mayor

