

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, December 14, 2017 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
Edward Villanueva
Alex Blue
Cynthia Massey
Paul Friedrichs

Absent:

Staff Present: Rick Schroder, City Administrator
Celina Perez, City Secretary
Susan Darst, Assistant to City Administrator
Joshua Mair, Public Works Supervisor
April Newby, Human Resources Executive Secretary

1. Call to Order.

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

RECOGNITION:

2. Recognition of the City of Helotes Police Department's participation in "No Shave November" and a donation to Casa Helotes Senior Citizen's Center for the same. (Staff)

Captain Tony Burgess presented a donation to the Casa Helotes Senior Citizens Center for the City of Helotes Police Department's participation in "No Shave November".

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 - 9): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Friedrichs, second by Mayor Pro Tem Buys, to approve items 4, 5, 6, 7, 8 and 9 on the consent agenda. Motion to approve carried unanimously.

4. ** Approval of the minutes of the Regular and Workshop Meetings dated November 9, 2017 and November 29, 2017, respectively. (Staff)
5. ** Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for the quarter ending September 30, 2017. (Staff)
6. ** Approval of the City of Helotes Revenue and Expense and Encumbrance Reports dated December 7, 2017. (Staff)
7. ** Pursuant to Article IV of the EDC Amended Bylaws, approval of a Shopping Center Lease Agreement between Douglas B. Deptuch, Manager for E. Deptuch and Son #1, L.L.C., and the EDC for the lease of approximately 1,000 square feet of corporate office space located at 12682 F.M. 1560 W., Helotes, Texas 78023. (Staff)
8. ** Approval of a Resolution of the City Council of the City of Helotes, Texas supporting the widening of F.M. 1560 between its intersection with Galm and Shaenfield Roads and S.H. 16; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; and providing for severability. (Staff)
9. ** Approval of an Interlocal Fire Prevention and Inspection Services Agreement between the City of Helotes and the City of Grey Forest for the provision of fire prevention inspections, fire protection system plan reviews, fire protection system acceptance testing services and required inspections to the City of Grey Forest. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

10. Pursuant to Municipal Code of Ordinances Chapter 94 *Vegetation*, discussion of and action on the appointment of Public Works Supervisor Joshua Mair as the City Arborist. (Staff)

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

Motion to approve carried unanimously.

11. Discussion of and action on a heating, ventilation, and air conditioning (HVAC) proposal from Air Authority, L.L.C. in the amount of Sixty-Five Thousand, One Hundred Thirty Dollars (\$65,130.00) to reconfigure and replace the existing HVAC system within the City of Helotes Fire Station. (Mayor Schoolcraft)

(Note - The City of Helotes Fire Station was built in 2010. The mold issue was first reported in March 2014. The City of Helotes worked with Middleman Construction, MS2 Consulting Engineers and Beyer Mechanical on repairs to the HVAC System to control moisture, humidity, and air flow to eliminate mold growth. After a series of improvements were completed, the City allowed time to establish if the repairs would work. Each time showed the repairs were not successful and thus, the City solicited proposals to correct the issue at the Fire Station.)

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

Discussion included the review done by Air Authority L.L.C and Mechanical Engineer Brian Kelly on the existing HVAC system at the Fire Station. Together, they determined the following: the existing HVAC equipment is oversized, the existing outside air ventilation is considerably higher than required and the outside air is not being conditioned prior to entry in the HVAC system.

Speaking on this item was Chester Bull from Air Authority L.L.C. Mr. Bull explained that reconfiguring and replacing the existing HVAC system should eliminate the environment for mold spore growth. Since the Fire Station was built approximately 7 years ago, all installed HVAC system components are out of warranty.

Motion to approve carried unanimously.

12. Discussion of and action on amending Chapters 7 *Hiring Process*, 13 *Employee Benefits* (Employee Assistance Program “EAP”), 18 *Conduct* (Social Media and Website Use), and 19 *Discipline* (EAP) of the City of Helotes Personnel Policy and Procedures Manual. (Staff)

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

Human Resources Executive Secretary April Newby explained in short, the new sections added to the City of Helotes Personnel Policy and Procedures Manual.

Motion to approve carried unanimously.

13. Discussion of proposed revisions to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-69 *Overlay District (B-3 OD)*, Subparagraph (c)(1) *Permitted and non-permitted uses*, including, but not limited to, taverns with or without outdoor areas for patrons / entertainment. (Staff)

(Note – On December 5, 2017 the Planning & Zoning Commission was presented with the agenda item regarding proposed revisions to the Overlay District (B-3 OD) ordinance. The Commission was open to the idea of allowing taverns to be permitted in the Overlay District (B-3 OD) thru a Specific City Council Approve Use Permit. Additionally, the Commission expressed interest in reviewing the permitted and non-permitted uses to ensure those uses are still applicable. Before moving forward with the revision process, the Commission requested input from Council.)

After discussion, the consensus of Council was for the Planning & Zoning Commission to proceed with the review of the B-3 OD zoning district and additionally requested that the Commission also look into noise regulations.

(Note - Mayor Schoolcraft explained that on November 29, 2017, he, Mayor Pro Tem Buys, and Council Members Blue, Massey and Villanueva interviewed five applicants for the position of the Helotes Fire Chief in an all day workshop. The Mayor stated that the Closed Session was an option, but he would prefer to move to Item 15 to see if any nominations might be made, seconded, and approved without a Closed Session. Mayor Schoolcraft then called for nominations for Fire Chief. Council Member Massey nominated Richard Moreland from the Corpus Christi Fire Department. Mayor Pro Tem Buys seconded the nomination. Council Member Villanueva then asked for a Closed Session so that nominations could be discussed in detail.)

Mayor Schoolcraft adjourned the meeting into closed session at 7:56 p.m. after reading the caption below.

14. 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* on the selection of a Fire Chief for the City of Helotes, Texas.**

Mayor Schoolcraft reconvened the meeting into open session at 8:23 p.m. and announced that no action had been taken in closed session.

15. Discussion of and action on matters discussed in Closed Session on the selection of a Fire Chief for the City of Helotes, Texas. (Staff)

Mayor Schoolcraft stated that before the request for a Closed Session, a motion had been made by Council Member Massey, second by Mayor Pro Tem Buys, to select Richard Moreland for the Fire Chief for the City of Helotes. Mayor Schoolcraft then called for any other nominations for the Fire Chief position, to which there were none.

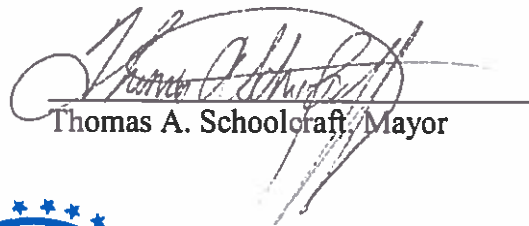
Motion to approve carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:24 pm.

ATTEST:


Celina Perez, City Secretary


Thomas A. Schoolcraft, Mayor

