

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, May 14, 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  
Cynthia Massey, Mayor Pro Tem  
Edward Villanueva  
Alex Blue  
Bert Buys

Absent: Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Grace Tamez, City Secretary  
Susan Wootton, City Treasurer\*

**1. Call to Order.**

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

The Mayor noted that he placed the EDC by-laws and articles of incorporation items on the last council meeting agenda to begin a discussion because various EDC Board members had brought some issues to him. Since that meeting, the EDC Board has met and has begun reviewing its By Laws and Articles of Incorporation. Mayor Schoolcraft announced that he is pulling items 14, 15, and 16 in good faith while waiting for the EDC Board to submit its recommendations.

RECOGNITION:

**2. Proclamation presented by Mayor Thomas A. Schoolcraft to the City of Helotes Public Works Department in support of National Public Works Week dated May 17 – 23, 2015. (Mayor Schoolcraft)**

Mayor Schoolcraft presented the proclamation to Josh Mair, Public Works Supervisor, and Justin Vincent, Public Works Assistant.

PUBLIC HEARING:

**3. Public Hearing to give all interested persons the right to appear and be heard on proposed capital improvement projects and the funding thereof for the construction**

**of water/sewer lines along Bandera Rd. from, generally, Circle A Trail to Scenic Loop Rd.; the realignment of F.M. 1560 near, generally, its intersection with Bandera Rd. and Circle A Trail; the construction of a bridge on F.M. 1560; and the installation of walking trails and related equipment within Helotes Creek Linear Park.**

Mayor Schoolcraft opened the public hearing at 7:12. Stephen Graham, representing Helotes Hills United Methodist Church, spoke in favor of this item. Mayor Schoolcraft closed the public hearing at 7: 15 p.m.

OATH OF OFFICE:

**4. Presentation of a Certificate of Election and the taking of the Oath of Office for Council Member, Place 3 – Norbert “Bert” Buys.**

Mayor Schoolcraft administered the oath of office to Council Member Buys and presented him with his Certificate of Election.

OPEN SESSION:

**5. Citizens to be Heard.**

Drue Helms requested that Council keep the EDC Board membership intact until the fiscal year ends and that board membership terms should coincide with the first day of the fiscal year. Caleb Rackley, supports various opinions and spirited disagreement as long as the intent is in the best interest of Helotes. He also noted that Ardie Garner’s intent is in the best interest of Helotes and works very hard for the EDC even with her busy traveling schedule.

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 Council Member Buys, second by Council Member Villanueva, to approve items 6, 7, and 8 on the consent agenda. Motion to approve carried unanimously.

**6.\*\* Approval of the minutes of the regular meeting of April 23, 2015. (Staff)**

**7.\*\* Approval of the City of Helotes Revenue and Expense Report dated May 8, 2015. (Staff)**

**8.\*\* Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation for the quarter ending March 31, 2015. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

**9. Presentation by firm representatives, discussion of, and action on the selection of one (1) of the following firms for Employee Benefits Consulting and Brokerage**

**Services for the City of Helotes and authorizing Mayor Thomas A. Schoolcraft to negotiate and execute an agreement for said services on behalf of the City Council of the City of Helotes for a period not to exceed five (5) years:**

- **Wortham Insurance, Risk Management and Benefits; and**
- **Crandall & Associates Insurance.**

Jenni Haff, Managing Director gave a brief presentation for Wortham Insurance. Shirley Crandall, President, and Barbara Patterson, Account Manager, gave a brief presentation for Crandall & Associates Insurance.

Motion was made by Council Member Buys, second by Council Member Villanueva, to approve this item and select Crandall & Associates Insurance for brokerage services.

Motion to approve carried unanimously.

**10. Presentation by Public Works Supervisor Joshua Mair, discussion of, and action to approve the City of Helotes Storm Water Management Program Best Management Practices Report. (Staff)**

Josh Mair, Public Works Supervisor, gave a brief presentation. Storm Water Management Program Best Management Practices requires public education outreach to elected officials and the public. This presentation fulfills that requirement. A recent audit from TCEQ resulted in no deficiencies in the City's Storm Water Management Program.

Motion was made by Council Member Massey, second by Council Member Blue, to approve the report as presented.

Motion to approve carried unanimously.

**11. Discussion of and action on a Petition Requesting Annexation by Area Landowners, pursuant to Texas Local Government Code Section 43.028 Authority of Municipalities to Annex Sparely Occupied Area on Petition of Area Landowners, submitted by the owners of the property generally located at Whip O Will Way, Helotes, Texas 78023, being Tract 1, 0.27 acre, a portion of Parcel 17, CB 4554 B Sherwood Subdivision, and Tract 2, 0.81 acre, a portion of Lot 10, CB 4554 B Sherwood Subdivision, both in Helotes, Bexar County, Texas. (Applicant)**

The main property is located within the City of Helotes while the subject tracts are located in the City's ETJ. Annexation of the tracts will allow the property owner to plat the entire property within the city limits.

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

Motion to approve carried unanimously.

**12. Discussion of and action on amendments to the City Council Policies and Procedures. (Staff)**

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

Council Member Massey read various amendments she would like incorporated into the Policies and Procedures. Council Members noted that they desired time to review the suggestions.

Motion to amend was made by Council Member Massey, second by Council Member Buys, to postpone this item to May 28, the next City Council meeting.

Motion to approve as amended carried unanimously.

**13. Discussion of and action on the following capital improvement projects, the issuance of debt instruments for said projects, and the affordability of the same for the following capital improvement projects:**

- **S.H. 16 Water / Sewer Project;**
- **F.M. 1560 Realignment Project;**
- **Helotes Creek Linear Park Transportation Enhancement Project;**
- **F.M. 1560 Helotes Creek Tributary A Bridge Crossing Project;**
- **S.H. 16 / Cedar Trail Culvert Enlargement Project; and**
- **Other capital improvement projects and equipment deemed necessary by the City Council. (Staff)**

\*Susan Wootton, City Treasurer, joined the meeting at this time.

Rick Schroder, City Administrator, gave a brief presentation. Anne Burger Entrekin, Managing Director with FirstSouthwest gave an update on market conditions and tax rate impact analysis.

A 4.4 million, 20-year debt issuance, for the five projects listed above would be repaid by the City with \$493,454.00 plus \$150,000.00 for 3 fiscal years from the EDC. The 20-year option allows the structure principal and interest payments to remain at or below the current I&S tax rate (aprox. 0.078) through tax year 2035.

Mayor Schoolcraft announced that Staff is looking for direction to continue the process. If City Council concurs, a resolution to consider authorization of Notice of Intent to Issue Certificates of Obligation will be at the next regular Council meeting.

Council consensus was to continue the process.

Items 14, 15, and 16 were pulled off the agenda at the beginning of the meeting.

CLOSED SESSION:

14. Closed Session in accordance with Texas Government Code §551.074 *Personnel*. 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* regarding the continued appointment of Ardith Garner as a Director of the City of Helotes Economic Development Corporation; and
  - §551.074 *Personnel* regarding the appointment of a replacement Director to the City of Helotes Economic Development Corporation.

ITEMS FOR INDIVIDUAL CONSIDERATION:

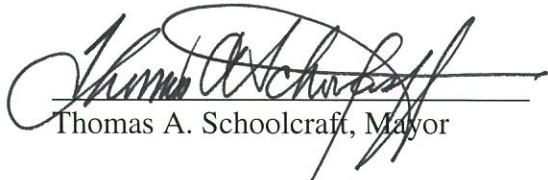
15. Discussion of and action on the continued appointment of Ardith Garner as a Director of the City of Helotes Economic Development Corporation. (Mayor Schoolcraft)
16. Discussion of and action on the appointment of a replacement Director to the City of Helotes Economic Development Corporation. (Mayor Schoolcraft)

*Adjourn.*

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:44 p.m.

ATTEST:

  
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Grace Tamez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

