

MINUTES  
SPECIAL MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a special meeting Thursday, July 21, 2016 at 4:15 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  
Alex Blue, Mayor Pro Tem  
Edward Villanueva\*  
Bert Buys  
Cynthia Massey  
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Grace Tamez, City Secretary

**1. Call to Order.**

Mayor Schoolcraft called the meeting to order at 4:15 p.m. Council Member Blue 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.

ITEMS FOR INDIVIDUAL CONSIDERATION:

\*Council Member Villanueva arrived at 4:20 p.m.

**3. Discussion on the status of the “Improving Old Town Helotes-Bicycle and Pedestrian Facilities” Project more commonly referred to as the “Helotes Creek Linear Park Project” specifically to review the bids submitted to TxDOT, review the unit cost results/numbers, and consider options going forward to either award or reject the bids submitted to TxDOT knowing that rejecting the bid will reject/cancel the project. (Mayor)**

The Texas Department of Transportation (TxDOT) received eight bids for the “Improving Old Town Helotes Bicycle and Pedestrian Facilities” project. Terra Design submitted the estimated cost of the project of \$1,295,372.58. The bids exceeded the estimated cost by 19.82% to 64.43% with the lowest bid submitted at \$1,552,147.15. Pending release of the final draw to Terra Design, the amount paid to date on this project is \$477,243.00 from the C of O and \$71,563.00

from the General Fund. The Economic Development Corporation (EDC) started discussion on this project several years ago, however, the Federal Grant application required the City to take responsibility for the project. The City and the EDC agreed on terms to fund it but on July 14, 2016, the EDC voted to withdraw from participation on this project.

Concerns included the unknown total cost of the project, the unknown total cost owed by the City, and the lack of control by the City because TxDOT is the administrator. Council discussed available options to reduce the cost including eliminating some items. Eliminating some items may or may not reduce the total cost because there is no guarantee that the City would receive a 100% credit on that specific item.

General consensus was that the project is good for Helotes and that a pedestrian bridge is greatly needed. The City would receive a refund of approximately \$240,000 if it withdraws from the project.

4. **Discuss and take action on the disposition of the “Improving Old Town Helotes-Bicycle and Pedestrian Facilities” project to:**
  - a) **Accept the bid of \$1,552,147.15 submitted to TxDOT by Encino Landscape, Inc. or any subsequent bid submitted if the Encino Landscape, Inc. bid is rejected or withdrawn and authorize TxDOT to award the contract; or**
  - b) **Reject all bids as submitted to TxDOT and withdraw from participation in the Project in accordance with Section 2(B) and 2(C)(3) of the Local Project Advance Funding Agreement (LPFA).**

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

Mayor Schoolcraft asked for a vote on item 4(a).

Motion to accept the bid failed: 0 Ayes, 5 Nays – Council Member Villanueva, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, Council Member Friedrichs; 0 Abstentions. .

Mayor Schoolcraft asked for a vote on item 4(b).

Motion to reject all bids and withdraw from participation carried unanimously.

5. **Discuss and take action to terminate the Agreement between the City of Helotes, the City of Helotes Economic Development Corporation, and the Project Firm, Terra Design Group, Inc. in accordance with the agreement, Article V, “*This agreement may be terminated by the Owner for any reason upon fifteen (15) days written notice to the Firm.*”**

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 unanimously.

Mayor Schoolcraft pulled item #6 off the agenda because the withdrawal from the project in item #4 and termination of the agreement in item #5 negated the need for this item.

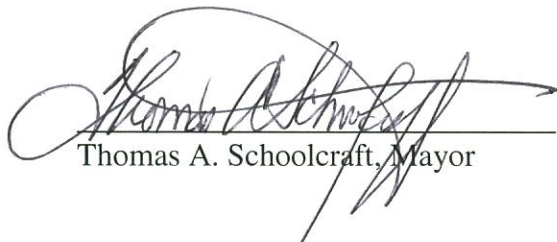
6. Discuss and take action to authorize Mayor Thomas A. Schoolcraft to negotiate an agreement with LNV Engineers or another qualified design group/company to replace Terra Design Group, Inc. for any design or engineering services necessary for the successful completion of the "Improving Old Town Helotes- Bicycle and Pedestrian Facilities Project" if Council has taken action to proceed with the project by authorizing TxDOT to award the contract for construction.

**Adjourn.**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 5:30 p.m.

ATTEST:

  
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Grace Tamez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

