

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, August 9, 2018 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
Cynthia Massey, Mayor Pro Tem
Jim Meadows
Alex Blue
Bert Buys
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator
Susan Darst, Assistant to City Administrator

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.

PUBLIC HEARING:

- 2. Public Hearing to give all interested persons the right to appear and be heard on a request by Eric and Jenifer Sones to re-plat Lots 8 and 9, Block 11, CB 54482 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot consisting of 2.31 acres of land, on properties located at 14747 and 14781 Iron Horse Way, Helotes, Texas 78023, more particularly described as BCAD Property ID Nos. 240855 and 240856.**

Mayor Schoolcraft opened the public hearing at 7:02 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:03 p.m.

OPEN SESSION:

3. Citizens to be Heard.

Gregg Michel spoke on Agenda Item No. 11. Speaking as the Planning and Zoning Commission Chair, Mr. Michel shared why the majority of the Commission was in opposition of moving the final approval authority for conceptual design plans from the Commission to the City Council. Speaking personally, Mr. Michel expressed agreement with the Council having final approval authority and felt this change did not diminish or devalue the work of the Commission.

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

4. **Approval of the minutes of the Regular Meeting dated July 26, 2018. (Staff)**
5. **Approval of the City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated August 3, 2018. (Staff)**
6. **Approval of setting Public Hearings on the proposed Municipal Fiscal Year Ending (FYE) 2019 Budget(s) and the City of Helotes Economic Development Corporation's (EDC) FYE 2019 Budget(s) on August 23, 2018 at 7:00 p.m. C.S.T. and September 13, 2018 at 7:00 p.m. C.S.T. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. (Staff)**
7. **Approval of an Agreement to Extend Contract for Fees and Fines Collection Services between the City of Helotes and Linebarger, Goggan, Blair, & Sampson, L.L.P. for the collection of debts and accounts receivables ordered paid by the City of Helotes Municipal Court for an extended term of five (5) years expiring on August 31, 2023; authorizing Mayor Thomas A. Schoolcraft to execute said Agreement on behalf of the City Council of the City of Helotes, Texas. (Staff)**
8. **Approval of a request by Architect Nicholas C. Melde for approval of a revised site plan for Haciendas del Rio located within the Old Town Helotes Special District at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1046345. (Applicant)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. **Discussion of and action on a request by Eric and Jenifer Sones to re-plat Lots 8 and 9, Block 11, CB 54482 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot consisting of 2.31 acres of land, on properties located at 14747 and 14781 Iron Horse Way, Helotes, Texas 78023, more particularly described as BCAD Property ID Nos. 240855 and 240856. (Applicant)**

(Note: On August 7, 2018 the Planning & Zoning Commission held a Public Hearing and reviewed the request by Eric and Jenifer Sones to re-plat Lots 8 and 9 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot. The Commission unanimously recommended approval, on the condition that the plat be labeled "replat" (not "plat") on the appropriate two (2) signatory places on the plat document.)

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

Motion to approve the Planning & Zoning Commission recommendation carried unanimously.

10. **Discussion of and action on a request by Velinda G. Gauna for approval of a creative wall sign, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraphs (g)(6)(b)(2) Commercial Signs – Projecting, Wall, Hanging, or In/On Windows and (g)(7) Creative Sign Review, for Old Helotes Inn located at 14405 (Old) Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242085. (Applicant)**

(Note: On August 7, 2018 the Planning & Zoning Commission reviewed the request by Velinda G. Gauna for a creative wall sign for Old Helotes Inn located at 14405 (Old) Bandera Road in the Old Town Helotes Special District. The sign is approximately 50 square feet and Code allows a maximum sign area of 32 square feet. The Commission unanimously recommended approval to grant a variance for the size of the sign thru Creative Sign Review. Additionally, the Commission discussed that the applicant was not proposing lighting at this time, but pointed out that the building has existing lighting that faces upward.)

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

Council Member Blue noted that the lighting stipulation was included in the Commission's motion during the Planning & Zoning meeting, but not included in the Planning & Zoning report, and suggested that Council include it in their motion.

Motion to amend was made by Mayor Pro-Tem Massey, second by Council Member Friedrichs, to approve the Planning & Zoning Commission recommendation and add the stipulation that if the applicant decides to illuminate the sign, the lighting would have to be downward and full cut off, as per Code. The amended motion to approve the Planning & Zoning Commission recommendation but with the lighting stipulation added, carried unanimously.

11. **Discussion of and action on an Ordinance of the City Council of the City of Helotes amending Municipal Code of Ordinances Chapter 98 Zoning by providing for City Council review and approval of conceptual design plans for commercial and single family residential subdivision developments; protecting the public health and promoting the public welfare of the City of Helotes by establishing rules and regulations regarding commercial and single family residential subdivision developments; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; providing a penalty; and adopting an effective date. (City Council)**

(Note: On August 7, 2018 the Planning & Zoning Commission reviewed the amendments to Municipal Code of Ordinances Chapter 98 Zoning. The amendments would enable the Commission to act in an advisory capacity and provide only recommendations on conceptual design plans, which will be forwarded to Council for final approval authority. The Commission recommended disapproval of the amendments (6 against; 1 in favor).

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

As had been expressed in prior meetings, Council again acknowledged the Planning & Zoning Commission's hard work. Before taking action, Mayor Schoolcraft and each Council Member reiterated they rely heavily and listen to the recommendations provided by the Commission.

Motion to approve the amendments to Municipal Code of Ordinances Chapter 98 *Zoning* carried unanimously.

- 12. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas approving the execution of a Consent for Modification Letter authorizing the installation / co-location of T-Mobile equipment within an existing cellular tower and enclosure located on the Municipal Complex, pursuant to a Tower Lease Agreement dated September 19, 2005 between the City of Helotes and New Cingular Wireless PCS, LLC; authorizing Mayor Thomas A. Schoolcraft to execute said Letter on behalf of the City Council; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

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

Motion to approve carried unanimously.

- 13. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas approving the execution of a Proposed New Construction Site Lease Agreement Term Sheet authorizing the installation of a second cellular tower and enclosure adjacent to an existing cellular tower and enclosure located on the Municipal Complex; authorizing Mayor Thomas A. Schoolcraft to execute said Term Sheet on behalf of the City Council; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

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

Motion to approve carried unanimously.

- 14. Presentation of and discussion on proposed City of Helotes FYE 2019 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**
- a) General (Maintenance & Operations) Fund;**
 - b) Debt Service (Interest & Sinking) Fund;**
 - c) Capital Replacement Fund;**
 - d) Economic Development Corporation Fund;**
 - e) Municipal Court Security and Technology Funds;**
 - f) Police Training and Education Fund;**
 - g) School Safety Fund;**
 - h) PEG (Public Access Channel) Fund;**
 - i) State Forfeiture Fund;**
 - j) Street Maintenance Fund;**
 - k) Hotel Occupancy Tax (HOT) Fund;**
 - l) Proposed ad valorem tax rate; and**
 - m) Proposed personnel position, salary, benefit, and holiday schedule amendments.**

Rick Schroder, City Administrator, presented the proposed FYE 2019 Budget documents and highlighted the progress and achievements of each department. The proposed budget of \$7,620,589.00 allows the City to maintain the current level of municipal services while controlling growth and spending. The budget includes one proposed adjustment to City Staffing, which is eliminating the Assistant Fire Chief position. The budget also includes investment purchases for equipment, training, amenities and community events. These investment purchases are annotated within the respective department budgets.

Rick also spoke about the proposed Fire Department vehicle replacement plan for a new fire engine including equipment and the remounting of the upgraded patient care module from Medic #2 onto a new Ford F-450 chassis. Council was in agreement with the vehicle replacement plan and directed the City Administrator to proceed with the purchasing process and use the ten (10) year financing option for the new fire engine and the seven (7) year financing option for the new Ford F-450 chassis and upgraded patient care module for budget purposes.

(Note: The proposed lease financing options discussed were from Frost Bank for the following: 1) a new KME Pro Rescue Pumper with ten (10) consecutive annual payments of \$68,615.37 in advance, with the first payment due on or after October 1, 2018, at a rate of 3.20% and 2) a Fraser Remount w/Ford F-450 Chassis with seven (7) consecutive annual payments of \$24,678.22 in advance, with the first payment due on or after October 1, 2018, at a rate of 3.05%. The aforementioned payment and rate amounts shall not be exceeded.)

- 15. Discussion of and action on placing a proposal to adopt an ad valorem tax rate for Tax Year 2018 on the September 27, 2018 Regular Meeting Agenda of the City Council of the City of Helotes, Texas. (Staff)**

The proposed ad valorem property tax rate is \$0.350 cents per \$100 valuation, the same tax rate as 2017.

Motion was made by Council Member Buys, second by Council Member Friedrichs, to place a proposal to adopt an ad valorem tax rate of \$0.350 cents per \$100 valuation for Tax Year 2018 on the September 27, 2018 Regular Meeting Agenda.

Motion to approve carried unanimously: 5 Ayes – Council Member Meadows, Council Member Blue, Council Member Buys, Council Member Friedrichs and Mayor Pro Tem Massey. Mayor Schoolcraft was present and does not vote.

- 16. Discussion of and action on setting Public Hearings on the proposed Tax Year 2018 ad valorem tax rate on the August 23, 2018 and September 13, 2018 Regular Meeting Agendas of the City Council of the City of Helotes, Texas to be held at 7:00 p.m. C.S.T. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. (Staff)**

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

Motion to approve carried unanimously.

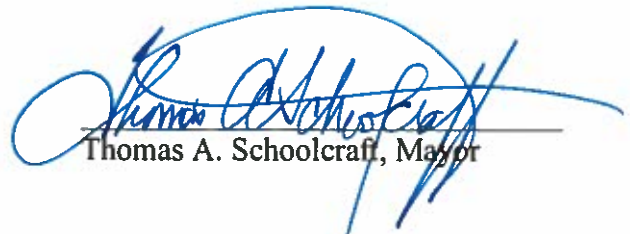
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 9:02 pm.

ATTEST:



Celina Perez, City Secretary



Thomas A. Schoolcraft, Mayor

