

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
NOVEMBER 12, 2020

The City of Helotes City Council met for a regular meeting Thursday, November 12, 2020 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. Due to COVID-19, this meeting was conducted via teleconference.

Present: Thomas A. Schoolcraft, Mayor
Alex Blue, Mayor Pro Tem
Alan Holmes
Bert Buys
Cynthia Massey
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Joshua Mair, Public Works Supervisor
April Newby, HR Manager (via teleconference)

1. Call to Order.

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

RECOGNITION:

2. Certificate of Achievement and Badge presented to the following Helotes Fire Department personnel in recognition of a promotion in rank:

- **N. Edward “Eddie” Haynes – Deputy Fire Chief / Fire Marshal; and**
- **Vincent Rowel – Firefighter / Engineer. (Staff)**

Fire Chief Scott Moreland presented a Certificate of Achievement and Badge to Eddie Haynes and Vincent Rowel for their promotion in rank in the Helotes Fire Department. Eddie and Vincent were pinned by their respective family member.

OPEN SESSION:

3. Citizens to be Heard. (via teleconference)

No one signed up to speak on this item.

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 Massey, second by Council Member Friedrichs, to approve items 4 through 8 on the consent agenda. Motion to approve carried unanimously.

- 4.** Approval of the minutes of the Regular Meeting dated October 8, 2020. (Staff)**
- 5.** Approval of the Fiscal Year Ending (FYE) 2020 City of Helotes Revenue and Expense Report dated September 30, 2020. (Staff)**
- 6.** 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 2020. (Staff)**
- 7.** Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$4,253.20 for Little Cherub Childcare Center located at 12840 N. F.M. 1560, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242808. (Applicant)**
- 8.** Acceptance of the resignation of Mike McGlothing from the City of Helotes Planning & Zoning Commission, Place Four. (Commissioner McGlothing)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Discussion of and action on a request by PR Custom Signs for approval of a wall sign, pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subparagraph (g)(6) (b)(2) *Commercial Signs – Projecting, Wall, Hanging, or In / On Windows* for Texas Property Group located at 14893 Bandera Road, Suite 5B, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242125. (Applicant)**

(Note: On October 6, 2020 the Planning & Zoning Commission recommended approval of the wall sign for Texas Property Group.)

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

Motion to approve the item as written carried unanimously.

- 10. Discussion of and action on a request by Southwest Texas Sign Service, Inc. for approval of signage for O’Reilly Auto Parts located at 13523 Bandera Road, Helotes, Texas, 78023, more particularly described as BCAD Prop. ID No. 1273575, and including the following:**
 - a. Secondary Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs*: Subparagraph (b) *Wall Signs*; and**

b. Secondary Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single-Business Use Monument Type (Applicant)

(Note: On October 6, 2020 the Planning & Zoning Commission recommended the following for O'Reilly Auto Parts: a) denial of the secondary wall sign, since the existing wall sign already faces Bandera Road and b.) approval of the secondary monument sign, to include the street address, and consider reducing the overall size of the sign to fit better with the surroundings on Riggs Road.)

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

Council was in consensus with Planning & Zoning's recommendation for both parts of this item, with the exception of including the Bandera Road street address on the secondary monument sign to be located on Riggs Road, as this would cause confusion.

Mayor Schoolcraft called the question for Item No. 10 a., the secondary wall sign. Motion to deny carried unanimously.

Mayor Schoolcraft called the question for Item No. 10 b., the secondary monument sign. Motion to amend was made by Council Member Buys to allow for the omission of the street address, reduce the overall size in length or width and height by 50% of what was presented to Council, and to also comply with the landscaping requirement. The amended motion was seconded by Mayor Pro Tem Blue. Motion to approve carried unanimously.

11. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas canvassing the returns and declaring the results of the General Election held on November 3, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2, and one (1) Council Member Place 4 to the Helotes City Council. (Staff)

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

The results from the November 3, 2020 election reflect that the following named persons were duly elected to the indicated positions: Craig Sanders - Council Place 1, Linda Salazar – Council Place 2, and Cynthia Massey – Council Place 4.

Motion to approve the item as written carried unanimously.

12. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Animal Care Services Agreement between the City of Helotes and Helotes Humane Society for a five (5) year period commencing on November 13, 2020 and terminating on November 12, 2025. (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 the item as written carried unanimously.

13. Discussion of and action on amendments to the City of Helotes Personnel Policy and Procedures Manual. (Staff)

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

The proposed amendments to the Personnel Policy will allow for certain sections to be removed and converted into Administrative Directives or Departmental Standard Operating Procedures (SOPs). Substantial changes to the Personnel Policy include removing the *Cellular Telephone Allowance Policy* (43 employees will be issued City cell phones to comply with SB 94), moving the *Credit Card Policy* to the City's internal Purchasing Policy, and updating the grade and step system every 3 years, instead of 6 years, starting on October 1, 2021.

Motion to approve the item as written carried unanimously.

14. Discussion of and action on the City of Helotes Street Maintenance Plan for Year 2021, but not limited to, contract award to the lowest responsible bidder(s), and the expenditure of Street Maintenance Sales and Use Tax for the same. (Staff)

Joshua Mair, Public Work Supervisor, presented the Street Maintenance Plan for Year 2021. The street plan consists of HA5 Surface Treatment, Microsurfacing, and Thermoplastic Road Striping. The Year 2021 Street Maintenance Plan cost will not exceed \$600,000.00 and will be expended from the Street Maintenance Sales and Use Tax account.

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

Motion to approve the Street Maintenance Plan for Year 2021 carried unanimously.

STAFF REPORTS:

15. Presentation by Joshua Mair, Public Works Supervisor, on the City of Helotes Municipal Separate Storm Sewer System (Ms4) for Fiscal Year Ending 2020. (Staff)

Joshua Mair, Public Work Supervisor, presented an overview of the City's Municipal Separate Storm Sewer System (Ms4) program for Fiscal Year Ending 2020. Josh reported on the Stormwater Management Plan (SWMP) and the Best Management Practices (BMPs) that are being done to eliminate the discharge of pollutants into the City's storm sewer system.

16. Presentation by Joshua Mair, Public Works Supervisor, on the City of Helotes Oak Wilt Mitigation Grant Program for Fiscal Year Ending 2021 (Staff).

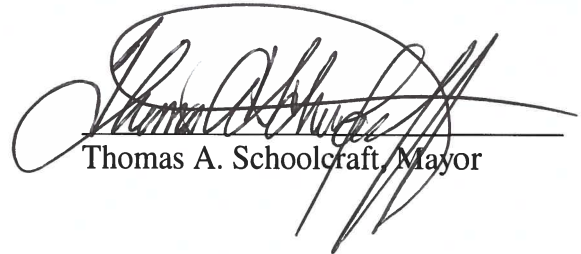
Joshua Mair, Public Work Supervisor, presented the City of Helotes Oak Wilt Mitigation Grant Program for Fiscal Year Ending 2021. The program will help Helotes residents receive a one-time reimbursement equal to ½ the total cost spent for removing or treating infected oak trees, with a max rebate of \$500.00. The programs goal is to mitigate infected oak trees and replace with non-oak species trees. The funding for this program will be from the Tree Mitigation account.

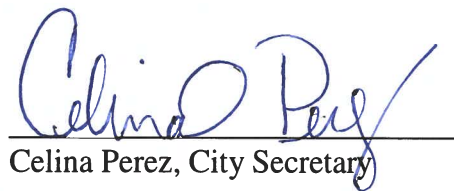
Before adjourning, Mayor Schoolcraft advised this would be the last Council Meeting for Alex Blue and Alan Holmes. He thanked each of them for their public service.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:32 p.m.

ATTEST:


Thomas A. Schoolcraft, Mayor


Celina Perez, City Secretary

