

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
MARCH 11, 2021

The City of Helotes City Council met for a regular meeting Thursday, March 11, 2021 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
Bert Buys, Mayor Pro Tem
Craig Sanders
Linda Salazar
Cynthia Massey
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Scott Moreland, Fire Chief

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.

RECOGNITION:

2. Civic Award presented to Doug Deptuch in recognition of 19 years of public service on the City of Helotes Board of Adjustment. (Staff)

Mayor Schoolcraft presented a Civic Award and Certificate of Service to Doug Deptuch in recognition of 19 years of public service on the Board of Adjustment.

3. Civic Award presented to Joe Edmond in recognition of 18 years of public service on the City of Helotes Planning and Zoning Commission. (Staff)

Mayor Schoolcraft presented a Civic Award and Certificate of Service to Joe Edmond in recognition of 18 years of public service on the Planning and Zoning Commission.

4. Certificate of Achievement and Badge presented to A.J. Fribourg in recognition of a promotion in rank to Captain in the Helotes Fire Department. (Staff)

Fire Chief Scott Moreland presented a Certificate of Achievement and Badge to A.J. Fribourg for his promotion in rank to Captain for C-Shift in the Helotes Fire Department. A.J. was pinned by his respective family member.

OPEN SESSION:

5. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 6 - 9): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Sanders, second by Council Member Salazar, to approve items 6 through 9 on the consent agenda. Motion to approve carried unanimously.

- 6.** Approval of the minutes of the Regular Meeting dated February 11, 2021. (Staff)**
- 7.** Approval of the Fiscal Year Ending (FYE) 2021 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated March 4, 2021. (Staff)**
- 8.** Acceptance of the resignation of Phyllis Jackson from the City of Helotes Economic Development Corporation Board of Directors, Place One. (Director Jackson)**
- 9.** Acceptance of the resignation of Kathryn Mitchell from the City of Helotes Economic Development Corporation Board of Directors, Place Five. (Director Mitchell)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 10. Discussion of and action on the appointment of Anne Carraway to the Planning and Zoning Commission, Place One, with a term expiring May 2021. (Mayor Schoolcraft)**

Anne Carraway introduced herself to Council.

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

Motion to approve the item as written carried unanimously.

- 11. Discussion of and action on the appointment of Alan Holmes to the City of Helotes Economic Development Corporation Board of Directors, Place One, with a term expiring September 2021. (Mayor Schoolcraft)**

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

Motion to approve the item as written carried unanimously.

- 12. Discussion of and action on the appointment of Allison Higgins to the City of Helotes Economic Development Corporation Board of Directors, Place Five, with a term expiring September 2021. (Mayor Schoolcraft)**

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

Motion to approve the item as written carried unanimously.

13. **Discussion of and action on a request by David and Michelle Curb for approval of two variances to Municipal Code of Ordinances Chapter 42 *Floods*, authorizing the issuance of a floodplain development permit in order to begin construction of a new home on an R-1 single-family residential zoned lot located at 11321 Baxtershire, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 236865, and specifically identifying the variances as follows:**
- a. **Variance No. 1 to Chapter 42 *Floods*, Section 42-31 subparagraph (e) (25) (e) - Unflooded vehicular access must be available to the development from a public street; and**
 - b. **Variance No. 2 to Chapter 42 *Floods*, Section 42-32, subparagraph (2) - Habitable structures are prohibited within the regulatory floodplain. (Applicant)**

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

The applicants engineer, Intrepid Surveying & Engineering, provided an Elevation Certificate and a No-Rise Official Statement. Based off the information provided, the City Engineer determined the applicant is eligible for both variances and provided a recommendation letter of approval.

Motion to approve Variance No. 1 (Item 13a), as presented, carried unanimously.

Motion to approve Variance No. 2 (Item 13b), as presented, carried unanimously.

14. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 30 *Elections*, Section 30-2 *Electioneering at Polling Locations* by incorporating more accurate regulations for electioneering on city owned and city controlled property. (Staff)**

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

Council Member Massey voiced concern, stating that a candidate standing in front of their electioneering space is distracting and suggested adding language to read, “candidates may not stand in front of their designated electioneering area holding their signs and signs must be affixed to their booth”. The majority of Council believed the additional language was not needed, and did not have issues with a candidate standing in front of their booth, so long as the candidate stayed in the confines of their designated electioneering space.

Motion to amend was made by Council Member Massey to add language to the ordinance that reads “candidates may not stand in front of their designated electioneering area holding their signs and signs must be affixed to their booth”. The amended motion was seconded by Council Member Buys.

Motion to amend failed: 3 Nays – Council Member Sanders, Council Member Salazar, and Council Member Friedrichs; 2 Ayes – Council Member Massey and Council Member Buys.

Motion to approve the ordinance amendments, as presented, carried: 4 Ayes – Council Member Sanders, Council Member Salazar, Council Member Friedrichs, and Council Member Massey; 1 Nay – Council Member Buys.

15. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving Amendment No. 1 to the Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for Fiscal Year Ending (FYE) 2021. (Staff)

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

Amendment No. 1 to the Agreement for Management Services between the City and the EDC changes the annual services sum paid by the EDC, to the City, from \$30,000.00 to \$36,000.00. The additional \$6,000.00 is for digital management support to be provided by the City Public Relations (PR) Specialist. In turn, the PR Specialist will manage the EDC’s website and social media accounts.

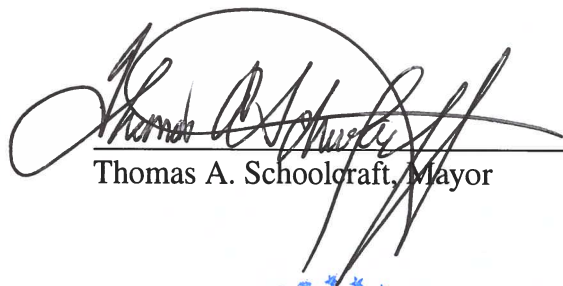
Mayor Schoolcraft requested to include “Exhibit 1” in the amended Agreement, which would specifically identify the number of hours that \$6,000.00 equates to. There were no objections from Council to add “Exhibit 1” and the universal sentiment was to review the PR Specialist’s hours at the end of FYE 2021 and adjust accordingly for the next agreement.

Motion to amend was made by Council Member Buys to include Exhibit 1 in the amended Agreement, which will specifically identify the number of hours that PR will provide to the EDC for FYE 2021. The amended motion was seconded by Council Member Sanders.

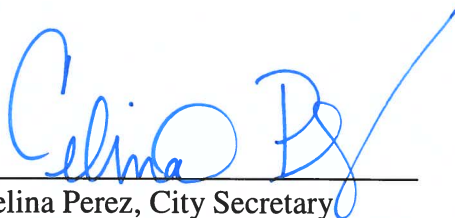
Amended motion carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:10 p.m.


Thomas A. Schoolcraft, Mayor

ATTEST:


Celina Perez, City Secretary

