

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
March 24, 2022

The City of Helotes City Council met for a regular meeting on Thursday, March 24, 2022, 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: Rich Whitehead, Mayor
Craig Sanders
Matthew McCrossen
Cynthia Massey
Matthew Merchant

Absent: Linda Salazar

Staff Present: Marian Mendoza, City Administrator
Michael Gallardo, DS Coordinator
Susan Darst, DS Specialist
Frank Garza, City Attorney

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Pastor Joshua Kelly, Helotes Independent Baptist Church, led the invocation. Mayor Whitehead led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented by the Mayor to City of Helotes Dispatch in recognition of National Public Safety Telecommunicators Week occurring April 10 – 16, 2022. (Staff)

Mayor Whitehead presented the proclamation to the Helotes Dispatch team and recognized the department.

OPEN SESSION:

3. Citizens to be Heard.

Bob Grigg spoke in opposition to the use of Beverly Hills Subdivision as a thoroughfare for the new Davis Ranch Subdivision. He went on to say large 3 axle trucks are using the Beverly Hills roads. If these truck types are prohibited from using the roads, the residents of Beverly Hills would like for the City to post no through truck traffic signs.

CONSENT AGENDA (ITEM NOS. 4 - 6): All items marked with an asterisk (*) on the consent agenda were voted on by one motion. Motion was made by Council Member McCrossen, second by Council Member Sanders, to approve items 4 through 6 on the consent agenda. Motion to approve carried unanimously by those present.

- 4.* Approval of the minutes of the Regular Meeting dated March 10, 2022.**
- 5.* Approval of cancelling the City Council Regular Meeting scheduled on April 28, 2022, due to the City Hall Council Chamber Room being used as an early voting center for the May 7, 2022 Election. (Staff)**
- 6.* Approval of an ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, Article I *In General*, Section 18-2 *Building Permits*, subparagraph (e) *Permit Extension* to align time extension fees as prescribed in the most recent adopted fee schedule. (Staff)**

MAYOR'S REPORT:

- 7. Updates on the following: (Mayor Whitehead)**
 - Pet Wellness and Vaccination Clinic hosted by Helotes Animal Control, in partnership with Mobile Petcare Clinics of Texas, on Sunday, March 27, 2022, at Helotes City Hall; and**
 - State of the City 2022 presented by the Helotes Area Chamber of Commerce on Wednesday, April 20, 2022, at Floore's Country Store.**

Mayor Whitehead reminded the community of the upcoming Pet Wellness and Vaccination Clinic on Sunday, March 27 from 1:00 p.m. to 4:00 p.m. at Helotes City Hall. The clinic is being hosted by Helotes Animal Control, in partnership with Mobile Petcare Clinics of Texas. The State of the City will be held on Wednesday, April 20 from 11:30 a.m. to 1:00 p.m. at Floore's Country Store. This event is open to Helotes Area Chamber of Commerce members and non-members. Tickets can be purchased on the chamber website.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 8. Discussion of and action on a request by Fast Signs for approval of a hanging sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In/On Windows*, subparagraph (c) *Projecting and Hanging Signs* for Mushin Brazilian Jiu Jitsu located at 12340 Bandera Road, Suite 101, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1040214. (Applicant)**

(Note: On March 8, 2022, the Planning & Zoning Commission recommended approval of the above hanging sign, specifically Signage Plan Option 1, for Mushin Brazilian Jiu Jitsu.)

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

Motion to approve the hanging sign, specifically Signage Plan Option 1, carried unanimously by those present.

- 9. Discussion of and action on a request by Phillip Manea for approval of a freestanding sign for wayfinding purposes pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 98-72 Old Town Helotes Special District, subsection (g)(6)(b)(3) Off-Premises Signs for the Shops at Old Town Helotes located at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Applicant)**

(Note: On March 8, 2022, the Planning & Zoning Commission recommended approval of the above off-premises sign for the Shops at Old Town Helotes. The sign will provide wayfinding for the 150-car capacity parking area in the rear.)

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

Motion to approve the item as presented carried unanimously by those present.

- 10. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the Mayor to execute an Interlocal Agreement between the City and Region 8 Education Center to join The Interlocal Purchasing System (TIPS), a cooperative program through which the City can purchase goods and services from vendors selected through the competitive bid process. (Staff)**

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

Motion to approve the item as presented carried unanimously by those present.

Mayor Whitehead read the caption below and adjourned into closed session at 7:25 p.m.

CLOSED SESSION:

- 11. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. 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 Matters* – Discussion on the selection and reassignment of duties for the position of Interim Executive Director for the City of Helotes Economic Development Corporation.**

Mayor Whitehead convened the meeting into open session at 8:14 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

12. Discussion of and action on appointing the position of Interim Executive Director for the City of Helotes Economic Development Corporation. (HEDC Board of Directors)

Motion was made by Council Member McCrossen, second by Council Member Massey, to appoint HEDC Assistant Director Glenn Goolsby to HEDC Interim Executive Director, with the condition that the HEDC Board of Directors begin a search to be completed within 4 to 6 months for an HEDC Executive Director.

Motion to approve carried unanimously by those present.


Adjourn

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 8:18 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary