

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
May 25, 2023

The City of Helotes City Council met for a regular meeting on Thursday, May 25, 2023, 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
Jen Sones
Dave Cato
Cynthia Massey
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Commander Willis Gray, American Legion Post 309, led the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

CEREMONIAL:

2. Oath of Office administered by presiding Helotes Municipal Court Judge Mario Trevino to the following:

- **Mayor – Rich Whitehead;**
- **Council Place 3 – Dave Cato; and**
- **Council Place 5 – Matthew Merchant.**

Mayor Whitehead welcomed presiding Helotes Municipal Court Judge Mario Trevino. Judge Trevino proceeded with administering the *Oath of Office for ceremonial purposes. (*All of the aforementioned elected officials took the official Oath of Office on May 18, 2023.)

RECOGNITION:

3. Certificate of Recognition presented to Willis E. Gray, III, acknowledging his public service as Commander of The American Legion Robert F. McDermott Post No. 309 - Helotes.

Mayor Whitehead presented a Certificate of Recognition to Commander Willis E. “Bill” Gray, III. In 2017, Bill started The American Legion Robert F. McDermott Post No. 309 in Helotes and, after six years, decided to step down as Commander.

OPEN SESSION:

4. Citizens to be Heard.

Megan Merchant spoke on the one-year anniversary of the school shooting in Uvalde, Texas, and emphasized the importance of re-evaluating school safety in Helotes. Mayor Whitehead advised responses to speakers are limited to a statement of specific factual information. The city is working with Northside Independent School District (NISD) to develop a reserve officer program. The program would allow for the city to place a licensed police officer at the elementary schools in Helotes. This project is in its preliminary stages and continues to develop.

Stuart Birnbaum, Annette Birnbaum, Lisa Pack, and Ron Green voiced support for the proposed city resolution proclaiming opposition to the Guajolote Ranch Waste Water Treatment Plant (WWTP) located approximately one mile west of the Scenic Loop and Babcock Road intersection (Agenda Item No. 9). The speakers thanked the City Council for looking into this matter and for considering the resolution.

CONSENT AGENDA: 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 Sones, to approve items 5 and 6 on the consent agenda. Motion to approve carried unanimously by those present.

5.* Approval of the minutes of the Regular Meeting dated May 11, 2023. (Staff)

6.* Approval of the minutes of the Special Meeting dated May 17, 2023 (Staff)

MAYOR'S REPORT:

7. Updates on the following:

- **TxDOT improvements; and**
- **Announcement of summer hours for *MarketPlace at Old Town Helotes* during the months of June, July, and August 2023.**

Mayor Whitehead provided an update on the S.H. 16 (Bandera Road) improvement project by TxDOT. The TxDOT contractors hit a water main at the intersection of S.H. 16 and Leslie Road (on May 23, 2023). This intersection has a lot of limestone that the contractors had to cut. San Antonio Water System (SAWS) responded to the incident and confirmed water quality was not affected. Next, an upcoming lane closure will occur on Leslie Road after school closes. Lastly, the *MarketPlace at Old Town Helotes* will operate on a summer schedule due to the heat. For June – August 2023, *MarketPlace* will run from 9 a.m. to 3 p.m.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Discussion of and action on the following reappointments to the Board of Adjustment to serve a two year term that runs in conjunction with the Mayor's term:

- **Place 1 – Elizabeth Mendez;**
- **Place 2 – Charles Roberts;**
- **Place 3 – Robert “Bob” Logue;**
- **Place 4 – Todd Compton; and**
- **Place 5 – Donny Jones. (Mayor)**

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

Motion to approve this item as written carried unanimously.

9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, proclaiming opposition to the water quality permit application by Municipal Operations, LLC, to operate the Guajolote Ranch Waste Water Treatment Plant (WWTP) under Texas Pollutant Discharge Elimination System (TPDES) Permit No. WQ001617001 to discharge treated domestic wastewater via pipe to Helotes Creek. (Staff)

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

Council Member Massey pointed out a geographical correction for clarity. On the resolution, in the first whereas paragraph, the should read, "...located approximately one mile west of the Scenic Loop and Babcock Road intersection."

Motion to approve this item, with the noted geographical location correction, carried unanimously.

10. Discussion of and action on a Fireworks Display Permit pursuant to Municipal Code of Ordinances Chapter 38 *Fire Prevention and Protection*, Article V *Fireworks*, Section 38-53 *Permit*, for the City of Helotes Independence Day Celebration located at the Helotes Festival Grounds, 12210 Leslie Road, on Monday, July 3, 2023; and authorizing the Mayor to execute a Facility Use Agreement for said event. (Staff)

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

Mayor Whitehead noted relocation of this event to the Helotes Festival Grounds was necessary due to Helotes City Hall reaching capacity in the number of people and parking, which posed safety issues. The city would still incur a firework display cost, regardless if the event was at City Hall or the Festival Grounds; however, in having it at the Festival Grounds, the event cost is offset by the vendor booth fees collected by the city.

Motion to approve this item as written carried unanimously.

Mayor Whitehead read the caption below and adjourned into closed session at 7:31 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* - To deliberate the selection of Mayor Pro Tem from the City Council for the term May 2023 to May 2024.**
 - **§551.074 *Personnel Matters* - To deliberate the appointment of Council Members to serve as a liaison on municipal boards for the term May 2023 to May 2024.**
 - **§551.074 *Personnel Matters* - To deliberate the appointment of five (5) public officers on the Planning & Zoning Commission for a two year term that runs in conjunction with the Mayor's term.**

Mayor Whitehead convened the meeting into open session at 8:13 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 12. Discussion of and action on the selection of a Mayor Pro Tem from the City Council for the term May 2023 to May 2024. (City Council)**

Motion was made by Council Member Merchant to nominate Council Member Sanders as Mayor Pro Tem for the term May 2023 to May 2024. Second by Council Member Massey.

Motion to approve carried unanimously.

- 13. Discussion of and action on the appointment of Council Members from the City Council to serve as a liaison to each of the listed municipal boards for the term May 2023 to May 2024:**

- **Economic Development Corporation;**
- **Board of Adjustment; and**
- **Planning & Zoning Commission. (City Council)**

Motion was made by Council Member Sones to appoint Council Member Merchant as the Economic Development Corporation liaison, Council Member Massey as the Board of Adjustment liaison, and Council Member Cato as the Planning & Zoning Commission liaison for the term May 2023 to May 2024. Second by Council Member Massey.

Motion to approve carried unanimously.

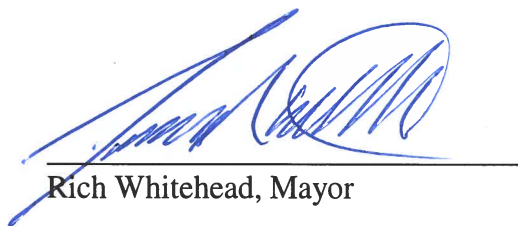
14. Discussion of and action on the appointment of five (5) public officers to serve on the Planning & Zoning Commission for a two year term that runs in conjunction with the Mayor's term. (City Council)

Motion was made by Council Member Sanders to appoint the following five candidates to serve on the Planning & Zoning Commission: Anne Carraway (Place 1), Alex Blue (Place 4), Jason Wightman (Place 3), Gregg Michel (Place 5), and Buck Russell (Place 2) for a two year term that runs in conjunction with the Mayor's term. Second by Council Member Cato.

Motion to approve carried unanimously.

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

