



**AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
May 22, 2025
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, May 22, 2025, at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. Council Members may participate remotely by videoconferencing; however, a physical quorum of the City Council shall be present at Helotes City Hall. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
 - Invocation.
 - Pledge of Allegiance.

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 – Buck Russel.

RECOGNITION:

3. Recognition by The Robert F. McDermott American Legion Post 309 (Helotes) of the following City of Helotes Fire/EMS award recipients for the 2025 American Legion 20th District:
 - Josh Smith – Firefighter of the Year; and
 - Cory Ramon – EMT/Paramedic of the Year. - [Agenda Item](#)

OPEN SESSION:

4. Citizens to be Heard. *The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens, business owners, business representatives, property owners, and representatives of property owners of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received seventy-two (72) hours prior to the meeting. For assistance, contact the City Secretary at 210.695.5911.

CONSENT AGENDA (ITEM NOS. 5 - 6):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

5. Approval of the minutes of the Regular Meeting dated April 24, 2025. (Staff) - [Agenda Item](#)
6. Approval of the Fiscal Year Ending (FYE) 2025 City of Helotes and City of Helotes Economic Development Corporation (HEDC) Quarterly Investment Reports for second quarter ending March 2025. (Staff) - [Agenda Item](#)

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. 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, expiring May 2027:
 - Place 1 – Elizabeth Mendez;
 - Place 2 – Charles Roberts;
 - Place 3 – Robert “Bob” Logue;
 - Place 4 – Todd Compton;
 - Place 5 – Brian McKee;
 - Place 1 Alternate (“1a”) – Cody Marshall; and
 - Place 2 Alternate (“2a”) – Michael Gutierrez. (Mayor) - [Agenda Item](#)
8. Discussion of and action on the *appointment/reappointments to the Planning & Zoning Commission to serve a two-year term that runs in conjunction with the Mayor's term, expiring May 2027:
 - Place 1 – Anne Carraway;
 - Place 2 – Justin Hansen*
 - Place 3 – Jason Wightman;
 - Place 4 – Alex Blue; and
 - Place 5 – Gregg Michel. (Mayor) - [Agenda Item](#)
9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving the purchase of a replacement patrol vehicle for the Helotes Police Department to include one (1) 2025 Ford Police Interceptor and related emergency equipment installation services for a total amount not to exceed \$60,000.00. (Staff) - [Agenda Item](#)

ITEMS FOR INDIVIDUAL CONSIDERATION contd.:

10. Discussion of and action on a request by Zachary Galm, on behalf of Fritz and Wanda Bohne, for two (2) variances to Municipal Code of Ordinances Chapter 78 *Subdivisions*, allowing certain plating exemptions to Fritz Creek Plat, a proposed two-lot residential subdivision located at 11945 FM 1560 N, Helotes, Texas 78023, identified as BCAD Property ID No. 240070, and including the following:
 - a) Variance No. 1 to Chapter 78 *Subdivisions*, Section 78-3 *Dedication of Right-of Way by Subdividers*, subparagraph (a)(1), consenting to the removal of the 20 feet right-of-way dedication to Texas Department of Transportation (TxDOT); and
 - b) Variance No. 2 to Chapter 78 *Subdivisions*, Section 78-136 *Lots*, subparagraph (c)(1), authorizing a minimum frontage width of 20 feet per lot instead of 60 feet per sewer lot. (Applicant) - [Agenda Item](#)
11. Discussion of and action on a request by Brojoh Investments, LLC for a variance to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Section 78-3 *Dedication of Right-of Way by Subdividers*, subparagraph (a)(1), in conjunction with Section 78-1 *Extraterritorial Jurisdiction*, consenting to the removal of the 20 feet right-of-way dedication to Texas Department of Transportation (TxDOT) for Helotes Commercial Plat, a proposed commercial development located at 18561 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1064508. (Applicant) - [Agenda Item](#)

Adjourn into Closed Session.

CLOSED SESSION:

12. Closed Session in accordance with Texas Government Code §551.071 *Consultations with City Attorney*, §551.074 *Personnel Matters*, and §551.087 *Deliberation Regarding Economic Development Negotiations*. 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:
 - §551.071 *Consultations with City Attorney* and §551.087 *Deliberation Regarding Economic Development Negotiations* with respect to financial or other incentive information from a commercial prospect that wishes to locate, stay, or expand in the city.
 - §551.071 *Consultations with City Attorney* and §551.074 *Personnel Matters* with respect to the qualifications, performance, and seeking legal advice on policies and procedures for public officers on Helotes Municipal Boards.
 - §551.074 *Personnel Matters* to deliberate the selection of Mayor Pro Tem from the City Council for the term May 2025 to May 2026.
 - §551.074 *Personnel Matters* to deliberate the appointment of Council Members to serve as a liaison on municipal boards for the term May 2025 to May 2026.
 - §551.074 *Personnel Matters* to discuss the appointment of the preferred candidate for the position of Court Administrator.

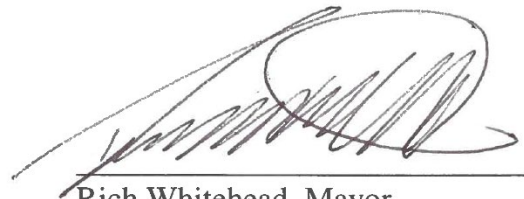
Adjourn into Open Session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

13. Discussion of and possible action on matters discussed in Closed Session with respect to financial or other incentive information from a commercial prospect that wishes to locate, stay, or expand in the city. (City Council)
14. Discussion of and possible action on matters discussed in Closed Session with respect to the qualifications, performance, and seeking legal advice on policies and procedures for public officers on Helotes Municipal Boards. (City Council)
15. Discussion of and action on the selection of Mayor Pro Tem from the City Council for the term May 2025 to May 2026. (City Council)
16. Discussion of and action on the appointment of Council Members to serve as a liaison to each of the below listed municipal boards for the term May 2025 to May 2026:
 - Economic Development Corporation;
 - Board of Adjustment; and
 - Planning & Zoning Commission. (City Council)
17. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas, appointing the preferred candidate as Municipal Court Administrator, per Municipal Code of Ordinances Chapter 26 *Courts*, Section 26-2 *Officers*. (Staff) - [Agenda Item](#)


Adjourn meeting.

The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.



Rich Whitehead, Mayor

I certify that this Agenda was posted on May 16, 2025, at 1:30 a.m. / p.m.



Celina Perez, City Secretary