



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, February 21, 2018 at 7:00 p.m., in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present:

Board Members: Pat Wootton, President
Diane Anderson, Secretary
Wayne Stacey
Joel Lutz, Vice President
Kathryn Mitchell
Jim Meadows

Staff: Rick Schroder, Executive Director
Glenn Goolsby, Assistant Director

Absent:

1. Call to Order.

President Wootton called the meeting to order at 7:03 p.m.

OPEN SESSION:

2. Citizens to be Heard.

The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The EDC will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction only. Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.

No Public Comment

CONSENT AGENDA (ITEM NOS. 3 – 5):

All items marked with an asterisk (*) on the consent agenda were voted on as a group after discussion. Motion was made by Jim Meadows, second by Wayne Stacey to approve Items 3 thru 5, as written. Motion carried unanimously.

3. *Approval of the minutes of the EDC Regular Meeting dated December 13, 2017 and Work Session & Special Meeting dated January 27, 2018. (Staff)

4. ***Approval of the EDC Fiscal Year Ending (FYE) 2018 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated February 15, 2018. (Staff)**
5. ***Approval of the EDC Quarterly Investment Report dated December 31, 2017. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. **Discussion of and action on the FYE 2018 EDC Strategic Work Plan. (Staff)**

Motion was made by Diane Anderson, second by Kathryn Mitchell to approve the FYE 2018 Strategic Work Plan. Motion carried unanimously.

7. **Discussion of and action on the Old Town Helotes Special District Pedestrian Bridge Project, including, but not limited to, the completion of pedestrian bridge structural revisions, a Conditional Letter of Map Revision (CLOMR), and a Letter of Map Revision (LOMR) for modification of the Federal Emergency Management Agency (FEMA) effective Flood Insurance Rate Map (FIRM) and the lowering of the proposed elevation of the pedestrian bridge to a height comparable to the existing vehicular bridge. (Staff)**

Motion was made by Diane Anderson, second by Kathryn Mitchell to discuss Item 7.

Rick Schroder stated in order to lower the pedestrian bridge to the same height as the Old Bandera Road vehicular bridge the EDC would need to complete a CLOMR and LOMR study.

Motion was made by Jim Meadows, second by Diane Anderson to approve an amount not to exceed \$52,441.00 for CLOMR and LOMR study. Motion carried unanimously.

8. **Discussion of and action on the completion of aerial videography for the EDC as a part of its external marketing and communication plan efforts for the development and real estate communities. (Staff)**

Motion was made by Wayne Stacey, second by Joel Lutz to discuss Item 8.

Glenn Goolsby presented the proposal for contracting with Neon Cloud Production to film and produce a promotional video highlighting development opportunities in Helotes.

Motion was made by Wayne Stacey, second by Diane Anderson to approve the agreement for aerial videography. Motioned carried unanimously.

9. **Discussion of and action on Helotes Area Chamber of Commerce sponsorship opportunities. (Staff)**

Motion was made by Diane Anderson, second by Kathryn Mitchell to discuss Item 9.

Glenn Goolsby reviewed prior EDC sponsorships and presented an annual sponsorship package that would include more exposure for the EDC.

Motion was made by Diane Anderson, second by Jim Meadows to approve the annual supporting sponsorship package of \$2,500. Motion carried unanimously.

- 10. Discussion of and action on an agreement between the EDC and the Helotes Area Chamber of Commerce for the provision of office space within the existing EDC corporate offices located at 12682 F.M. 1560 N., Suite 105, Helotes, Texas 78023. (President Wootton)**

Motion was made by Joel Lutz, second by Kathryn Mitchell to discuss Item 10.

Glenn Goolsby presented the option of having the Helotes Area Chamber of Commerce office within the EDC lease space.

Authorization was given to staff to create an agreement which includes the Chamber providing an annual supporting sponsorship package in exchange for use of EDC offices.

- 9. Motion to reconsider item 9 made by Jim Meadows, second Diane Anderson. Motion carried unanimously.**

Motion was made by Wayne Stacey, second by Kathryn Mitchell to place the item on hold until a Service Agreement is negotiated with the Helotes Area Chamber of Commerce.

President Wootton adjourned the Open Session at 7:50 p.m. and stated a Closed Session would convene at 7:55 p.m.

CLOSED SESSION:

- 11. Closed Session in accordance with Texas Government Code 551.071 *Consultations with Attorney* 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:**

- **Texas Government Code 551.071 *Consultation with Attorney* and 551.087 *Deliberation Regarding Economic Development Negotiations* on the modification and/or removal of the U.S. Fish & Wildlife Service Critical Habitat designation from 15030 Bandera Rd., Helotes, TX 78023 for economic development purposes.**

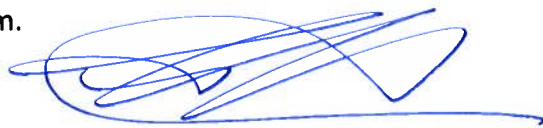
Pat Wootton reconvened into Open Session at 8:38 p.m. and stated no actions had been taken.

- 12. Discussion of and action on the modification and/or removal of the U.S. Fish & Wildlife Service Critical Habitat designation from 15030 Bandera Rd., Helotes, TX 78023 for economic development purposes.**

No action.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 8:39 p.m.



Rick A. Schroder
Executive Director