



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, June 19, 2019 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 Alan Holmes, Vice-President  
Kathryn Mitchell, Secretary Bill Putty  
Stephanie "Stevie" Seitz Patrick Adam

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

**Absent:** Matthew McCrossen

**1. Call to Order.**

President Wootton called the meeting to order at 7:00 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 (ETJ) 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 – 6):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group at the beginning of the meeting. Motion was made by Stevie Seitz, second by Alan Holmes to approve Items 3 thru 6 as written. Motion carried unanimously.

**3. \*Approval of the minutes of the EDC Regular Meeting dated April 17, 2019. (Staff)**

4. **\*Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated June 14, 2019. (Staff)**
5. **\*Approval of the EDC Quarterly Investment Report dated March 31, 2019. (Staff)**
6. **\*Pursuant to Article IV, Section 4.1 of the City of Helotes Economic Development Corporation (EDC) Amended Bylaws, approval of the EDC FYE 2019 Strategic Work Plan modified and approved by the City Council on May 23, 2019. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

7. **Discussion of and action on the Old Town Helotes Pedestrian Bridge Project and appropriating capital monies for the manufacture of the bridge and, generally, the construction of bridge abutments, bridge installation, and sidewalk connectivity. (Staff)**

Motion was made by Alan Homes, second Bill Putty to discuss Item 7.

Rick Schroder discussed the need for additional funding to cover project oversight fees from Raba-Kistner and LNV Engineering in the amount of \$22,173.

8. **Discussion of and action on an FYE 2019 Budget Amendment transferring funds from the EDC General Operating Fund to the City/EDC Capital Fund for the Old Town Helotes Pedestrian Bridge Project. (Staff)**

Motion was made by Patrick Alan, second by Kathryn Mitchell to transfer \$22,173 from the EDC General Operating Fund to the EDC Capital Fund. Motion carried unanimously.

9. **Discussion of and action on the design and installation of gateway monument signage on S.H. 16, Hausman Rd., and/or F.M. 1560, including, but not limited to, authorizing the Executive Director to obtain City approval of design and location(s) and coordinate with the Texas Dept. of Transportation (TxDOT) on final location(s). (Staff)**

Motion was made by Patrick Adams, second by Kathryn Mitchell to discuss Item 9.

Rick Schroder presented several sign option created by Keller Custom Signs, the only company to respond to an RFP. The Board gave direction to staff to work with the sign contractor to create signage that incorporates more stone and rustic character.

No action taken.

10. **Discussion of and direction on proactive retail, restaurant, developer, and tenant representative outreach and recruitment services within the City of Helotes and an agreement between the EDC and NextSite for the same. (Staff)**

Motion was made by Stevie Seitz, second nu Patrick Adams to discuss Item 10.

Glenn Goolsby presented a proposal from NextSite that incorporates a pay-for-performance fee structure for businesses opened during the contract period. The Board directed staff to wait and bring the item back at a later date.

**11. Staff Updates:**

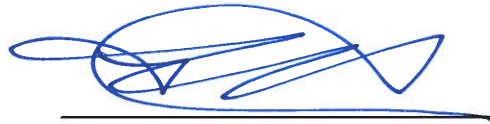
- **Work completed and/or in progress since April 17, 2019;**
- **International Council of Shopping Centers ReCON convention, Las Vegas, NV;**
- **Commercial property database, GIS integration, and EDC website;**
- **S.H. 16 water / sewer utility project; and**
- **Current and proposed commercial developments with the City of Helotes.**

Mr. Goolsby reported on advertising created to promote local events, an update on software integration of RealMassive and GISPlanning into the EDC website, video production with NeonCloud was rescheduled for August 2<sup>nd</sup> & 3<sup>rd</sup>, and updates on commercial projects within Helotes.

No action taken.

**Adjourn the regular meeting of the EDC Board of Directors.**

President Wootton adjourned the meeting at 8:20 p.m.



Rick A. Schroder  
Executive Director