



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, June 15, 2022 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:	Blaine Lopez, President	John Kodosky, Vice-President
	Melody Cooper, Secretary	Greg Hayden
	Melissa Benavides	Jeff Felty
	Marian Mendoza, Ex-Officio	

Staff: *Glenn Goolsby, Interim Executive Director*

Absent: Joel Lutz

1. Call to Order.

President Lopez called the meeting to order at 7:04 p.m.

OPEN SESSION:

2. Citizens to be heard.

The HEDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the HEDC 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 HEDC Agenda.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. Motion carried unanimously.

3. *Approval of the minutes of the Regular Meeting dated May 18, 2022. (Staff)

4. *Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated June 9, 2022. (Staff)

COMMITTEE REPORTS:

5. Update from the Executive Committee meeting.

John Kodosky mentioned that the committee had reviewed an e-commerce grant submittal and recommended approval.

6. Update from the Finance Committee meeting.

Melody Cooper stated the committee is reviewing all expenditures each month.

7. Update from the Governance Committee meeting.

Jeff Felty mentioned the committee had met to review and amend the HEDC Policy and Procedures Manual, which is on the agenda for approval.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Discussion and action on approving a resolution to amend the HEDC Policies and Procedures to include the following:

- **Meeting Policy;**
- **Agenda Policy;**
- **Governance Policy;**
- **Purchasing Policy;**
- **Credit Card Policy; and**
- **Travel Policy.**

Motion was made by Jeff Felty, second by Greg Hayden to discuss and take action on item 8 as written.

Melody Cooper requested to replace the term chair with president on pages 3,4, and 5.

Motion to amend was made by Jeff Felty, second by Greg Hayden to approve Item 8 with corrections discussed. Motion carried unanimously.

STAFF REPORT:

9. Update on current HEDC programs and grants to include but not limited to the following: Tenant Improvement Grant, E-Commerce Grant, Arts Grant and YOLO Texas.

Glenn Goolsby reported that one business has been approved for the tenant improvement grant and two others have expressed interest. There have been 8 submittals for the e-commerce grant with 3 being approved, 5 pending more information, and 3 more businesses expressing interest in applying. He stated the arts grant deadline has been extended to June 30th in an effort to receive more submittals. Mr. Goolsby also reported that producers of YOLO have been able to include 8 locations for filming the episode and those businesses will be notified by the end of June.

President Lopez adjourned into closed session at 7:22 p.m. after reading the following statement.

CLOSED SESSION:

10. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.071 *Consultation with Attorney*. 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:

- §551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.
- § 551.071 *Consultation with Attorney* – To discuss legal issues related to the use of EDC funds.

President Lopez reconvened the meeting at 8:14 p.m. and announced that no action had been taken during the closed session.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:14 p.m.



Glenn Goolsby
Interim Executive Director