



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, November 16, 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:**

<i>Board Members:</i>	Blaine Lopez, President	John Kodosky, Vice-President
	Melody Cooper, Secretary	Greg Hayden
	Melissa Benavides	Joel Lutz
	Jeff Felty	

*Staff:* Glenn Goolsby, Executive Director

**Absent:** Marian Mendoza, Ex-Officio

**1. Call to Order.**

President Lopez called the meeting to order at 7:03 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 citizen signed up to speak.

**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 September 21, 2022, and Workshop Meeting dated October 19, 2022.**

4. **\*Approval of the HEDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated November 10, 2022.**

#### **COMMITTEE REPORTS:**

5. **Update from the Executive Committee meeting.**

President Lopez stated there was no update at this time.

6. **Update from the Finance Committee meeting.**

Secretary Cooper stated the committee had reviewed the monthly expenditure report and approved all expenditures.

#### **ITEMS FOR INDIVIDUAL CONSIDERATION:**

7. **Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Retailer and Commercial Tenant Improvement Incentive Program for FYE 2023. (Staff)**

Motion was made by Joel Lutz, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby highlighted some of the changes made to expand the eligibility criteria.

Motion to approve carried 6-ayes, 1-abstained; John Kodosky.

8. **Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Targeted Business Incentive Program for FYE 2023. (Staff)**

Motion was made by John Kodosky, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby presented the item and stated the program was created to assist with recruiting businesses identified in the HEDC Strategic Work Plan. President Lopez said he had reviewed the document and felt it would give staff and the board information needed to evaluate a prospective applicant.

Motion to approve carried unanimously.

9. **Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the Community Arts Grant Program. (Staff)**

Motion was made by John Kodosky, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby highlighted changes made to the program to target specific art projects. Melody Cooper asked before launching a major art sculpture piece in the traffic circle to obtain City Council approval. Mr. Goolsby said the item would be presented to City Council at their next meeting.

Motion to amend made by John Kodosky, second by Melody Cooper to provide a maximum grant amount of 75% of project cost for projects within publicly owned property and such projects be approved by City Council.

Motion to approve amendments carried unanimously.

**10. Discussion of and action on a request by the Meadows Frozen Custard to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)**

Motion was made by Joel Lutz, second by Greg Hayden to discuss and act on this item as written.

Glenn Goolsby reviewed the applicant's submission and stated that based on the scoring matrix worksheet they qualify for up to \$20,000.

Motion to approve the item as written carried 6-ayes, 1-abstain; John Kodosky.

**11. Discussion of and action on a request by Hairway2Heaven26 to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)**

Motion was made by Jeff Felty, second by Greg Hayden to discuss and act on the item as written.

Glenn Goolsby reviewed the applicant's submission and stated that based on the scoring matrix worksheet they qualify for up to \$10,000.

Motion to approve carried unanimously.

**12. Discussion of and action on contracting with 360 Zone to provide Google 360 Virtual Tours to businesses located within the City of Helotes. (Staff)**

Motion was made by Joel Lutz, second by Jeff Felty to discuss and act on the item as written.

Glenn Goolsby discussed the success of the program and that it has been utilized by 96 businesses since 2014.

Motion to approve the item as written carried 6-ayes, 1-abstain; John Kodosky.

**13. Discussion of and action on approval to produce a Helotes fiesta medal for 2023. (Staff)**

Motion was made by John Kodosky, second by Melissa Benavides to discuss and act on the item as written.

Glenn Goolsby stated the HEDC has produced a Fiesta medal since 2018 to promote tourism and shopping local. Jeff Felty ask staff to look into establishing a small scholarship for future contest winners.

Motion to approve in an amount not to exceed \$2,500 carried unanimously.


**STAFF REPORT:**

**14. Presentation of the HEDC Quarterly Report for period ending September 30, 2022.**

Glenn Goolsby reviewed the report that will be presented to City Council in December.

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

President Lopez adjourned the meeting at 8:28 p.m.

  
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Glenn Goolsby  
Executive Director