



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, August 16, 2023 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

Staff: Glenn Goolsby, Executive Director

Absent: Joel Lutz Marian Mendoza, Ex-Officio

1. Call to Order.

President Lopez called the meeting to order at 7:08 p.m.

PUBLIC HEARING:

- 2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2024. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. EDC FYE 2024 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Reimbursement to City of Helotes for 2015 Certificate of Obligation Debt related to infrastructure projects that promoted, encouraged, and enhanced the creation of jobs and the expansion of the local sales and property tax base; Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use Planning; Marketing; Special Event Marketing; Website(s) Development & Maintenance; Managed Services Agrmt. w/ City; Old Town Helotes Parking Lot Lease Agrmt.; Visitor Center; Land Acquisition; Ch. 380 Economic Development Agrmt. Reimbursements; Google 360 Tours; E-Commerce Accelerator Grant; Business Improvement Grant; Retailer & Tenant Improvement Grant; Targeted New Business Development Incentive; and Community Arts Grant Program.**

President Lopez opened the public hearing at 7:09 PM and closed at 7:10 PM.

OPEN SESSION:

3. **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 citizens were present to speak.

CONSENT AGENDA (ITEM NOS. 4 – 6):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Melody Cooper, second by Greg Hayden to approve Items 4 and 6 as written. The motion carried unanimously.

4. ***Approval of the minutes of the Regular Meeting dated July 19, 2023.**
5. ***Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated August 11, 2023.**
6. ***Approval of the EDC Quarterly Investment Report for the quarter ending June 30, 2023.**

COMMITTEE REPORTS:

7. **Update from HEDC standing committees to include the following:**
 - **Executive Committee;** - Blaine stated the committee had met to review the budget.
 - **Finance Committee;** - Melody stated all July expenditures had been approved.
 - **Governance Committee;** - Greg stated the committee had reviewed the FY23 Strategic Work Plan and HEDC Board Appointments.
 - **Building Evaluation Committee** – Glenn reported that he had contracted with RJ Fite to begin the demolition of Suite 106.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **Presentation of and discussion on the Proposed FYE 2023-2024 HEDC Operating Budget submitted by the HEDC Finance Committee.**

Mr. Goolsby presented the proposed budget and highlighted changes from FY23. He stated the budget as presented is balanced, but is requesting up to \$450,000 be transferred from reserves to account for approved grant expenditures in FY23 that may carry over to FY24. Direction was given to incorporate the transfer as needed.

9. **Discussion of and action on adopting the FYE 2024 Strategic Work Plan submitted by the HEDC Governance Committee.**

Mr. Goolsby reviewed the adjustments suggested by the Governance Committee to reorganize the goals and modify the objectives under the Visitor Center Goal.

Motion was made by Jeff Felty, second by Greg Hayden to approve the Item as written. The motion carried unanimously.

10. Discussion of and direction on allocating funding for City of Helotes park improvement to include new playground equipment and/or dog park facilities.

Mr. Goolsby presented the project request for consideration. Everyone agreed that supporting community park enhancements was essential and felt the need to create a committee to further discuss the merits of each project.

11. Discussion of and action on amending a Sublease Agreement with the Helotes Area Chamber of Commerce for shared office space located at 12682 FM 1560 W., Suite 105, Helotes Texas, 78023.

Mr. Goolsby recommended amending the sublease agreement to a month-to-month contract since the HEDC is in the middle of expanding the lease space.

Motion was made by Jeff Felty, second by Greg Hayden to approve a month-to-month sublease in the amount of \$500 per month with the Helotes Chamber of Commerce. The motion carried unanimously.

12. Discussion of and action on an agreement with GIS Planning for selected hosted software elements to include commercial building database, demographic mapping, and similar services.

Mr. Goolsby stated he had been working to negotiate a new contract and the vendor has provided a reduction of over \$4,000 to continue providing services.

Motion was made by John Kodosky, second by Melissa Benavides to approve the agreement as amended in the amount of \$7,000. The motion carried unanimously.

13. Discussion of and action on selecting a design for pole signage located at 14392 Old Bandera Road.

Motion was made by Jeff Felty, second by Greg Hayden to approve sign option number 3 which incorporates Old Town Helotes. The motion carried unanimously.

14. Discussion of and action on submitting letters of recommendation to City Council for the reappointment of Melissa Benavides, John Kodosky, Jeff Felty, and Joel Lutz to the Helotes Economic Development Corporation Board of Directors; as required by the HEDC Bylaws Article Two: Section 2.1(e).

Motion was made by Greg Hayden, second by Melody Cooper to forward the letters of recommendation to the City Council. The motion carried unanimously.

STAFF REPORT:

- 15. Update on HEDC projects to include the following:**
- **Visitor and Business Center; and**
 - **Arts Grant.**

Mr. Goolsby updated the board on the status of the visitor center and approved art grants.

President Lopez adjourned the meeting at 8:13 p.m.



Glenn Goolsby
Executive Director