



**CITY OF HELOTES  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING MINUTES**

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a regular meeting on Wednesday, January 15, 2014 at 6:00 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:     Ardith Garner, President  
                            Drue Helms, Vice President  
                            Cynthia Massey  
                            Bert Buys  
                            Pat Wootton

Staff:                     Glenn Goolsby, EDC Specialist

**Absent:**

Board Members:     Keith Muhlestein, Secretary  
                            Caleb Rackley

**1. Call to order.**

President Garner called the meeting to order at 6:00 p.m.

**OPEN SESSION:**

**2. Public comment.**

The EDC 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 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 – 4):**

**3. Approval of the meeting minutes dated December 18, 2013. (Staff)**

Motion was made by Pat Wootton, second by Cynthia Massey to approve item 3 as amended. Motion carried unanimously.

**4. Approval of the monthly Revenue and Expenditure Report dated January 9, 2014. (Staff)**

Motion was made by Bert Buys, second by Pat Wootton to approve item 4 as presented. Motion carried unanimously.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**5. Discussion, direction, and / or appropriate action on the design and construction of water and sewer utilities along State Highway 16 between Scenic Loop Road and Circle A Trail. (Staff)**

Glenn Goolsby briefed the Directors on two new funding proposals from SAWS to help construct the water and sewer line project. Scenario 1: SAWS would issue impact fee credits to the City/EDC for the cost of constructing the waterline and allow a pro-rata refund for the sewer line construction. Scenario 2: SAWS would construct the waterline as an impact fee project and the City/EDC would construct the sewer line. Mr. Goolsby stated as discussions continue he will update the Board of progress.

**6. Discussion, direction, and / or appropriate action on the development of program guidelines for the Business Improvement Grant for Small Businesses. (Staff and President Garner)**

President Garner explained modification she made to the program guidelines including formatting and changes in the order of services being rendered. The Board asked to revert to the original order of services, were applicants meet with the SBDC before any expenditure is made.

Motion was made by Cynthia Massey, second by Drue Helms to approve the guidelines as discussed with the original intent of the program, but with President Garner's new formatting. Motion carried unanimously.

**7. Discussion, direction, and / or appropriate action regarding marketing for the City of Helotes and EDC. (President Garner)**

President Garner stated the EDC is in a position to market the City and should consider sitting down with a consultant to identify who we are. The Board asked Mr. Goolsby to identify firms that have completed city promotion programs and bring the item back at the next meeting.

**8. Discussion, direction, and / or appropriate action on a contract with John Almarez of 360 Zone to perform 360 virtual tours and still photography for businesses with a Certificate of Occupancy within the City of Helotes. (President Garner)**

Glenn Goolsby stated he had drafted the contract based on direct from the previous meeting and asked the Board if any changes needed to be made before executing. The Board asked Mr. Goolsby to include a termination date of January 31, 2015 to Section 2.1 of the contract.

Motion was made by Bert Buys, second by Cynthia Massey to approve the contact as amended. 4-Ayes; 1-Nay, Ardith Garner.

**9. EDC Specialist report on the progress of 360 virtual tours performed by John Almarez. (Staff)**

Mr. Goolsby reported that three businesses had received their virtual tour and fourteen had been scheduled.

**10. EDC Specialist report on the status of the Transportation Enhancement Program Grant. (Staff)**

Mr. Goolsby updated the Board on an Advanced Funding Agreement the City of Helotes signed with the Texas Department of Transportation for funding of the grant. He stated, he had not received confirmation on when the funds would be available, but expects the funding will come in 2015.

**11. Discussion, direction, and / or appropriate action regarding commercial developments within the City of Helotes. (Staff)**

Mr. Goolsby stated Bad Dog'z Beer and Bites had submitted plans to occupy the recently vacated Pizzeria Venti lease space, that Tom Rhode was in negotiation with Bahama Bucks to lease in the Helotes Town Centre, and that BBVA Compass Bank was moving forward with their new building.

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

Ardith Garner adjourned the meeting at 7:45 p.m.

  
Ardith Garner, President