



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, January 21, 2015 at 1:00 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  
                          Caleb Rackley  
                          Pat Wootton  
                          Bert Buys

Staff:                 Glenn Goolsby, EDC Specialist  
                          Steven Pena, Attorney

**Absent:**

Board Members:     Keith Muhlestein, Secretary

1. Call Special Meeting to Order at 1:00 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 - 5):**

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 Bert Buys, second by Drue Helms to approve items 3 and 4 as presented. Motion carried unanimously.

3. \*Approval of the meeting minutes dated December 3, 2014. (Staff)
4. \*Approval of the monthly FYE 2015 Revenue and Expenditure Report dated January 15, 2015. (Staff)
5. Approval of the Quarterly Investment Report dated December 31, 2014. (Staff)

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

6. Discussion, direction, and / or appropriate action on the design, construction, and funding of water and sewer utilities along State Highway 16 between, generally, Scenic Loop Road and Circle A Trail. (Staff)  
*[Goal 1 – Capital Improvements]*

Glenn Goolsby discussed the status of the project and that staff had received the final Utility Service Agreement from San Antonio Water Systems. Cynthia Massey stated she would work with the City Administrator on final construction cost and loan repayment terms.

**7. Discussion, direction, and / or appropriate action on engineering and design services for the Helotes Creek Linear Park Transportation Enhancement Project. (Staff) [Goal 1 – Capital Improvements]**

Ardith Garner reported that contract terms have been negotiated and will be contingent upon Bond Approval.

**8. Discussion on the status of selecting a firm(s) to produce EDC marketing materials. (Staff) [Goal 4 – Effective Communication]**

Mr. Goolsby outlined the estimated cost to complete the services requested in the RFP. He also stated President Garner and staff would meet to select the firm(s) and begin negotiating a final agreement.

**9. EDC Specialist Report:**

- a. Update on current commercial developments;
- b. Update on shophelotes.com; [Goal 2 – Business Development]
- c. TxDOT Superstreet;
- d. Participation in Helotes Area Chamber of Commerce; [Goal 2 – Business Development]
- e. Participation in Helotes Area Merchant and Business Association; and [Goal 2 – Business Development]
- f. Winterfest.

Mr. Goolsby reported on Item9(a), that AutoZone was moving forward, Edward Jones was pending a final Certificate of Occupancy, and Walgreens had requested an incentive which would be discussed at the City Council meeting on January 22, 2015; Item 9(b), thirty local businesses had registered with the new shophelotes.com website; Item 9(c), presented proposed layout of TxDOT's superstreet concept for Bandera Road; Item 9(d), provide list of upcoming event for the Chamber; Item 9(e), provided list of upcoming HAMBA events; Item 9(f), informed the Board he and City staff were meeting with WinterFest organizers to offer planning assistance.

Ardith Garner, after reading the following section, adjourned into closed session at 1:50 p.m.

**CLOSED SESSION:**

**10. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. 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.**

- a. **Personnel Matters – Employee Evaluation for the Helotes EDC Economic Development Specialist Glenn Goolsby. (Texas Govt. Code Ann. Sec. 551.074)**

Ardith Garner reconvened the meeting at 3:10 p.m. and stated no action had been taken during the Closed Session.


**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**11. Discussion, direction, and / or appropriate action regarding an Employee Evaluation for the Helotes EDC Economic Development Specialist Glenn Goolsby (Staff)**

Motion was made by Caleb Rackley, second by Drue Helms to postpone discussion until the next scheduled meeting. Motion carried unanimously.

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

President Garner adjourned the meeting at 3:13 p.m.

  
Ardith Garner, President