



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, October 16, 2019 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: Kathryn Mitchell, Secretary Stephanie "Stevie" Seitz
Matthew McCrossen Blaine Lopez
Ron Lane

Staff: Rick Schroder, Executive Director
Glenn Goolsby, Assistant Director

Absent: Phyllis Jackson John Kodosky

1. Call to Order.

Secretary Mitchell called the meeting to order at 7:13 p.m.

2. Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated Certificate of Formation, Article Ten Board of Directors, including, but not limited to, a President, Vice-President, and Secretary. (Staff)

Motion was made by Stevie Seitz, second by Matthew McCrossen to discuss and take action on Item 2. Stevie Seitz nominated Blaine Lopez for President, Ron Lane for Vice President, and Kathryn Mitchell for Secretary. Motion carried unanimously.

PUBLIC HEARING:

3. Public Hearing on a proposal for the EDC to fund the construction of a spray park / splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd. The proposal constitutes an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.

Public Hearing was opened at 7:17 p.m., with no public comment the hearing was closed at 7:17 p.m.

4. **Public Hearing on a proposal for the EDC to fund the construction of new sidewalks along Riggs Rd. from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along Old F.M. 1560 from F.M. 1560 to Helotes City Hall. The proposal constitutes an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*.**

Public Hearing was opened at 7:17 p.m, with no public comment the hearing was closed at 7:18 p.m.

OPEN SESSION:

5. **Citizens to be heard.**
The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The EDC will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. 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 citizens to be heard.

CONSENT AGENDA (ITEM NOS. 6 – 9):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Matthew McCrossen requested Items 8 & 9 be pulled for individual consideration. Motion was made by Matthew McCrossen, second by Kathryn Mitchell to approve Items 6 & 7 as written. Motion carried unanimously.

6. ***Approval of the minutes of the EDC Regular Meeting dated September 18, 2019. (Staff)**
7. ***Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated October 10, 2019. (Staff)**
8. **Approval of a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**
9. **Approval of a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**

Motion was made by Matthew McCrossen, second by Ron Lane to discuss Item 8.

Motion was made by Kathryn Mitchell, second by Stevie Seitz to fund the construction of a spray park/splash pad as written. Motion carried unanimously.

9. **Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**

Motion was made by Kathryn Mitchell, second by Matthew McCrossen to discuss Item 9.

Motion was made Ron Lane, second by Stevie Seitz to fund the construction of sidewalks along the Riggs Road as written. Motion carried unanimously.

10. **Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a revised Agreement for Management Services between the City of Helotes and the EDC; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

Motion was made by Matthew McCrossen, second by Stevie Seitz to discuss Item 10.

Rick Schroder stated upon City Council discussion of renewing the Management Services Agreement they requested to be compensated an additional \$9,600.00 for the City Administrators time devoted to managing the EDC, making the new total \$15,000.00.

Motion was made by Matthew McCrossen, second by Kathryn Mitchell to approve a revised Agreement for Management Services. Motion carried unanimously.

11. **Discussion of and direction on the design, cost, and installation of gateway monument signage on S.H. 16 (Bandera Rd.), Hausman Rd., and/or F.M. 1560. (Staff)**

Motion was made by Matthew McCrossen, second by Ron Lane to discuss Item 11.

Rick Schroder presented several design options, including one created by former board member Alan Holmes. Direction was given to review more options based on Mr. Holmes design.

12. Discussion of and action on producing a 2020 Shop Helotes Fiesta Medal. (Staff)

Motion was made by Kathryn Mitchell, second by Matthew McCrossen to discuss Item 12.

Glenn Goolsby reviewed prior Fiesta Medals made for Shop Helotes and how they were given out.

Motion was made by Ron Lane, second by Kathryn Mitchell to produce a 2020 Fiesta Medal in an amount not to exceed \$2,500. Motion carried unanimously.

13. Staff Updates:

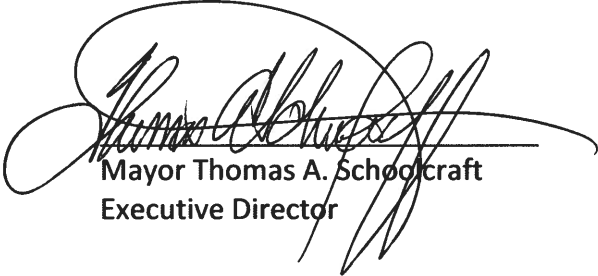
- **Work completed and/or in progress since September 18, 2019; and**
- **Current and proposed commercial developments with the City of Helotes.**

Glenn Goolsby reviewed the status of commercial projects around Helotes.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:48 p.m.



Mayor Thomas A. Schoolcraft
Executive Director