



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, October 21, 2015 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: Drue Helms, Vice President
 Keith Muhlestein, Secretary
 Pat Wootton
 Kathy Oliver
 Carl Hale
 Diane Anderson
 Kathryn Mitchell

Staff: Rick Schroder, Executive Director
 Glenn Goolsby, EDC Specialist

Absent:

Drue Helms called the meeting to order at 7:00 p.m.

1. Oaths of Office, welcome, and introductions of new and existing Directors. (Staff)

Mayor Thomas A. Schoolcraft administered the Oath of Office to all new and existing Directors.

OPEN SESSION:

2. 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 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 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 Pat Wootton, second by Carl Hale to approve items 3 thru 5 as written. Motion carried unanimously.

3. *Approval of the meeting minutes dated September 16, 2015. (Staff)

4. *Approval of the Fiscal Year Ending (FYE) 2015 Revenue and Expenditure Report dated October 16, 2015. (Staff)

5. *Approval of a Resolution of the Board of Directors of the EDC adopting an FYE 2016 Investment Policy and Strategy for public investment purposes. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

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

Motion was made by Kathy Oliver, second by Carl Hale to discuss Item 6.

Rick Schroder informed the board issues included in the packet had been resolved and SAWS had agreed to remove the PRV requirement and accept the proposed alignment.

No action taken.

7. **Discussion of and action on amendments to an Agreement for Management Services between the City of Helotes and the EDC. (Staff)**

Motion was made by Pat Wootton, second by Keith Muhlestein to discuss and take action on Item 7.

Motion was made by Keith Muhlestein, second by Pat Wootton to approve the Agreement for Management Services as amended. Motion carried unanimously.

8. **Discussion of and action on the FYE 2016 Strategic Work Plan constituting the City of Helotes Economic Development Corporation Plan, pursuant to EDC Bylaws, Article Four *Functional Corporate Duties and Requirements*, Section 4.1. (Staff)**

Motion was made by Kathy Oliver, second by Pat Wootton to discuss Item 8.

No action taken.

9. **Discussion of and action on authorizing the Executive Director to utilize appropriated EDC FYE 2016 operating monies in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00) for conceptual design / land use planning purposes for economic development project(s) within the City's corporate limits and/or Extraterritorial Jurisdiction; authorizing the Executive Director to engage engineering firm(s) for said services; and authorizing the Executive Director to implement job order contracts with said firms. (Staff)**

Motion was made by Pat Wootton, second by Carl Hale to discuss Item 9.

Motion was made by Pat Wootton, second by Keith Muhlestein to approve Item 9 to authorize the Executive Director to engage engineering firm(s) for conceptual design / land use planning purposes for economic development project(s) within the City's corporate limits and/or extraterritorial jurisdiction. Motion carried unanimously.

10. **Staff Report:**

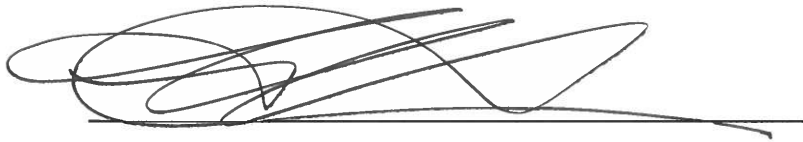
- a. **Helotes Creek Linear Park Transportation Enhancement Project; and**
- b. **Commercial development update.**

Rick Schroder reminded the board there was a Joint Meeting with City Council on October 22, 2015 at 7:00 p.m. to discuss 30% plan submittal by Terra Design Group on the Helotes Creek Linear Park. Glenn Goolsby updated the board on current and pending commercial projects in the City of Helotes.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

Vice President Helms adjourned the meeting at 7:45 p.m.

A handwritten signature in black ink, appearing to read "Rick A. Schroder", written over a horizontal line.

Rick A. Schroder
Executive Director