



**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 22, 2014 at 4:00 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
 Pat Wootton
 Bert Buys

Staff: Rick Schroder, Executive Director
 Glenn Goolsby, EDC Specialist
 Susan Wootton, City Treasurer

Absent:

Board Members: Keith Muhlestein, Secretary
 Caleb Rackley

Call Special Meeting to Order at 4:00 p.m.

OPEN SESSION:

1. 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. 2 - 3):

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 Drue Helms to approve all items as presented. Motion carried unanimously.

2. Approval of the meeting minutes dated September 17, 2014. (Staff)

3. Approval of the monthly FYE 2014 Revenue and Expenditure Report dated September 30, 2014. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion, direction, and / or appropriate action on the issuance of debt service instruments and the affordability of the same for the following capital improvement projects:

- a. S.H. 16 Water / Sewer Project; and**
- b. Helotes Creek Linear Park Transportation Enhancement Project. (Staff) [Goal 1 – Capital Improvements]**

Susan Wootton discussed the affordability study performed by consultants hired by the City, which stated the new debt would not have a negative impact on the City's credit rating. City staff has determined the City would have a \$395,000 annual debt service above what the City could afford, if the five million dollar bond was approved and are therefore recommending to City Council they delay the project's bond issuance. The Board of Directors recommended working with City Council and staff to determine if financial assistance from the EDC could change the project timeline.

5. Discussion, direction, and / or appropriate action regarding an EDC subcommittee scoring of proposals received for engineering and design services for the Helotes Creek Linear Park Transportation Enhancement Project. (Staff) [Goal 1 – Capital Improvements]

Ardie Garner stated a 7 member subcommittee had evaluated the proposals and ranked Terra Design Group first.

Motion was made by Cynthia Massey, second by Bert Buys to approve selecting Terra Design Group as prime and allow President Garner, Mayor Schoolcraft to negotiate and sign a contract with assistance from staff. Motion carried 4 Ayes; 1 Nay, Pat Wootton.

6. Discussion, direction, and / or appropriate action on Business Improvement Grant application submittals. (Staff) [Goal 2 – Business Development]

President Garner requested discussing Item 7 first, as it could impact the decision.

7. Discussion, direction, and / or appropriate action regarding the Business Improvement Grant funding cycle for FYE 2015. (Staff) [Goal 2 – Business Development]

Motion was made by Pat Wootton, second by Cynthia Massey to postpone BIG Program until after January 2015. Motion carried unanimously.

8. Discussion, direction, and / or appropriate action regarding the selection of a firm(s) to provide marketing-related products and services, including but not limited to, design and print items, social media management, search engine optimization, and related photography. (Staff) [Goal 3 – Effective Communication]

Glenn Goolsby outlined the proposed expenditures and estimates obtained to implement them.

Motion was made by Pat Wootton, second by Cynthia Massey to move forward with an amount not to exceed \$20,000.00. Motion carried unanimously.

9. EDC Specialist Report:

- a. **Update on the design, construction, and funding of water and sewer utilities along State Highway 16 between, generally, Scenic Loop Road and Circle A Trail; [Goal 1 – Capital Improvements]**
- b. **Update on current commercial developments;**
- c. **Progress report on Google 360 Virtual Tours; and [Goal 2 – Business Development]**
- d. **Progress report on Business Improvement Grant Program. [Goal 2 – Business Development]**

Byron Sanderfer discussed Item 9(a) and stated LNV is moving forward as if construction will begin next year. Glenn Goolsby discussed Item 9(b) and updated the board on current and proposed projects in Helotes. John Almaraz discussed Item 9(c) and provided a list of all businesses that had received a Google 360 Virtual Tour. Item 9(d) not discussed.

Ardith Garner adjourned into Closed Session at 5:23 p.m.

CLOSED SESSION:

- 10. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters* and §551.071 *Consultation with Attorney*. 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. (Texas Govt. Code Ann. Sec. 551.074)**
 - b. Consultation with Attorney – Helotes Façade and Tenant Improvement Grant Evaluation. (Texas Govt. Code Ann. Sec. 551.071)**

Ardith Garner reconvened the meeting at 5:46 p.m. and state no action had been taken during the Closed Session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 11. Discussion, direction, and / or appropriate action regarding matters discussed in Closed Session in the matter of Employee Evaluation for the Helotes EDC Economic Development Specialist. (Staff)**

Motion was made by Pat Wootton, second by Cynthia Massey to authorize President Garner and Rick Schroder to evaluate and make a recommendation at the next meeting. Motion carried unanimously.

- 12. Discussion, direction, and / or appropriate action regarding matters discussed in Closed Session in the matter of the Helotes Façade and Tenant Improvement Grant Evaluation. (Staff)**

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Garner adjourned the meeting at 5:47 p.m.


Ardith Garner, President