



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, November 15, 2017 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: Pat Wootton, President
Diane Anderson, Secretary
Wayne Stacey

Joel Lutz, Vice President
Carl Hale
Jim Meadows

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

Absent: Kathryn Mitchell

1. Call to Order.

President Wootton called the meeting to order at 7:02 p.m.

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 and its Extraterritorial Jurisdiction 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 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group after discussion. Motion was made by Wayne Stacey, second by Jim Meadows to approve Items 3 and 4, as written. Motion carried unanimously.

3. * Approval of the minutes of the Regular Meeting dated October 18, 2017. (Staff)

4. ***Approval of the Fiscal Year Ending (FYE) 2018 Revenue and Expenditure Report dated November 13, 2017. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on a Lease Agreement between Douglas B. Deptuch, Manager for E. Deptuch and Son #1, and the EDC for the lease of corporate office space located at 12682 F.M. 1560 W., Helotes, Texas 78023, including, but not limited to, the renovation and furnishing of said corporate office space and associated costs. (Staff)**

Motion to discuss by Diane Anderson, second by Carl Hale.

Rick Schroder presented the terms of a proposed lease with Mr. Deptuch to include a 3 year term at a cost of \$700.00 per month. Mr. Schroder also recommended allocating funds for leasehold improvements.

Motion was made by Jim Meadows, second by Diane Anderson to allow staff to finalize a lease agreement within the parameters presented tonight.

Motion was made by Joel Lutz, second by Carl Hale to approve an amount not to exceed \$10,000.00 (ten thousand dollars) at staff discretion for leasehold improvements. Motion carried unanimously.

6. **Discussion of and action on the use of conceptual design / land use planning monies in the amount of \$105,000.00 and appropriated within the EDC FYE 2018 Operating Budget, including, but not limited to, the removal of the U.S. Fish & Wildlife Service Critical Habitat designation from 15030 Bandera Rd., Helotes, TX 78023. (Staff)**

Item postponed to subsequent EDC Meeting.

7. **Pursuant to Article IV *Functional Corporate Duties and Requirements* of the EDC Amended Bylaws, discussion of and action on the FYE 2018 Strategic Work Plan. (Staff)**

Rick Schroder discussed planning for the 2018 Strategic Plan and have two outside experts facilitate the workshop in January 2018.

8. **Discussion of and action on a grant program, including associated guidelines, to recruit new jobs and businesses and aid in their development and / or support existing businesses and aid in their expansion. (Staff)**

Motion to discuss by Joel Lutz, second by Diane Anderson.

Glenn Goolsby discussed potential incentive options.

No action taken.

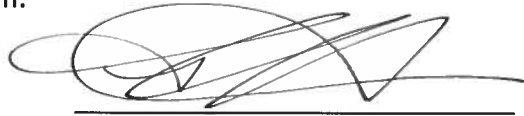
9. **Staff Report:**

- a. **Old Town Helotes Special District Pedestrian Bridge Project.**
- b. **International Council of Shopping Centers (ICSC) Texas Deal Making Conference in Dallas, Texas.**
- c. **Commercial Development Update.**

Rick Schroder updated the board on the Pedestrian Bridge Project, stating the engineers were exploring matching the pedestrian bridge grade level to the vehicular bridge. Glenn Goolsby updated the board on attendance at the Texas Deal Making Conference where staff met with 9 retailers, 1 hotelier, and 5 developers interested in Helotes. Mr. Goolsby also reported on current and planned commercial developments. No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 8:15 p.m.



Rick A. Schroder
Executive Director