



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Work Session and Regular Meeting on Wednesday, November 18, 2015 at 6:00 p.m. and 7:00 p.m., respectively, 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  
                              Carl Hale  
                              Diane Anderson  
                              Kathryn Mitchell

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

**Absent:** Board Members:   Kathy Oliver

Vice President Helms called the Work Session to order at 6:05 p.m.

1.     **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)**

No action was taken.

Vice President Helms adjourned the meeting at 6:25 p.m.

Vice President Helms called the Regular Meeting to order at 7:00 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 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 comment.

**CONSENT AGENDA (ITEM NOS. 3 - 6):**

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 Keith Muhlestein, second by Pat Wootton to approve items 3 thru 6 as written. Motion carried unanimously.

3. **\*Approval of the Regular Meeting minutes dated October 21, 2015 and Joint Work Session minutes dated October 22, 2015. (Staff)**
4. **\*Approval of the Fiscal Year Ending (FYE) 2016 Revenue and Expenditure Report dated November 12, 2015. (Staff)**
5. **\*Approval of the Quarterly Investment Reports dated March 31, 2015 and September 30, 2015. (Staff)**
6. **\*Approval of an Additional Subsurface Utility Engineering (SUE) Service Proposal, pursuant to Article VIII *Additional Services* of an Agreement dated December 4, 2013, in the amount of \$4,080.00 between the City of Helotes, EDC, and LNV, Inc. for the State Highway 16 Water and Sewer Infrastructure Project. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

7. **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 Diane Anderson, second by Pat Wootton, to discuss the item as written.

Discussion included moving assisting city projects under Goal 1, Priority One to Goal 1, Priority Two; under Goal 2, Priority Two change item 3 to include coordination with the Helotes Area Chamber of Commerce and Helotes Area Merchant and Business Association; and keep the History of the EDC.

Motion was made by Pat Wootton, second by Carl Hale, to postpone action on the item until December 16<sup>th</sup> meeting. Motion carried unanimously.

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

Motion was made by Keith Muhlestein, second by Carl Hale, to discuss the item as written.

Rick Schroder provided an update on the project submittal to SAWS and TxDOT and stated the City Attorney has been engaged to follow up on the SAWS on the Utility Service Agreement.

No action taken.

9. **Discussion of and action on the design and construction of the Helotes Creek Linear Park Transportation Enhancement Project. (Staff)**

Motion was made by Pat Wootton, second by Keith Muhlestein, to discuss the item as written.

Rick Schroder informed the board a meeting was held with all effected property owners on November 2, 2015 and additional meeting were being planned.

No action taken.

10. **Staff Report:**
  - a. **Commercial development update; and**
  - b. **ICSC Texas Deal Making Conference.**

Glenn Goolsby updated the board on current and pending projects.

11. **Discussion of and action on the election of officers for the EDC Board of Directors, as described in the Articles of Incorporation, Article Ten Board of Directors, including, but not limited to, President, Vice-President, and Secretary. (Staff)**

Motion was made by Keith Muhlestein, second by Diane Anderson to discuss the item.

Vice President Helms nominated Pat Wootton as President, Keith Muhlestein as Vice President, and Kathy Oliver as Secretary.

Motion carried unanimously.

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

Vice President Helms adjourned the meeting at 7:40 p.m.



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Rick A. Schroder  
Executive Director