



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, December 13, 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  
Carl Hale  
Kathryn Mitchell  
Joel Lutz, Vice President  
Wayne Stacey  
Jim Meadows

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

**Absent:** Diane Anderson, Secretary

**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 – 5):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group after discussion. Motion was made by Jim Meadows, second by Wayne Stacey to approve Items 3 thru 5, as written. Motion carried unanimously.

**3. Approval of the minutes of the EDC Regular Meeting dated November 15, 2017. (Staff)**

4. Approval of the EDC Fiscal Year Ending (FYE) 2018 Revenue and Expenditure Report dated December 7, 2017. (Staff)
5. Approval of the EDC Quarterly Investment Report for period ending September 30, 2017. (Staff)

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

6. **Discussion of and action on a Shopping Center Lease Agreement between Douglas B. Deptuch, Manager for E. Deptuch and Son #1, L.L.C., and the EDC for the lease of approximately 1,000 square feet of corporate office space located at 12682 F.M. 1560 W., Helotes, Texas 78023. (Staff)**

Motion was made by Wayne Stacey, second by Joel Lutz to discuss item 6.

Rick Schroder reviewed changes in the lease agreement including a tiered lease payment of \$700 per month year 1, \$800 per month year 2, and \$ 900 per month in year 3.

Motion was made by Wayne Stacey, second by Kathryn Mitchell to approve the lease agreement as presented. Motion carried unanimously.

Mr. Schroder then stated renovation estimates were anticipated to exceed \$10,000 and request the Board approve an additional amount not to exceed \$10,000.

Motion was made by Wayne Stacey, second by Kathryn Mitchell to approve an amount not to exceed \$16,500 for all renovations and fixtures. Motion carried unanimously.

*Pat Wootton Adjourned the Open at 7:15 p.m. and went into Closed Session.*

**CLOSED SESSION:**

7. Closed Session in accordance with Texas Government Code 551.071 *Consultations 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:

- Texas Government Code 551.071 *Consultation with Attorney* 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 for the modification and/or removal of the U.S. Fish & Wildlife Service Critical Habitat designation from 15030 Bandera Rd., Helotes, TX 78023 for economic development purposes.

*Pat Wootton reconvened into Open Session at 8:07 p.m. and stated no actions had been taken.*

8. 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 for the modification and/or removal of the U.S. Fish & Wildlife Service Critical Habitat designation from 15030 Bandera Rd., Helotes, TX 78023 for economic development purposes.

No action.

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

President Wootton adjourned the meeting at 8:07 p.m.



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Rick A. Schroder  
Executive Director