



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, December 16, 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: Pat Wootton, President  
Kathy Oliver, Secretary  
Drue Helms  
Carl Hale  
Kathryn Mitchell

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

**Absent:** Board Members: Keith Muhlestein, Vice President  
Diane Anderson

President Pat Wootton called the Regular Meeting to order at 7:00 p.m.

**OPEN SESSION:**

**1. Citizens to be heard.**

No citizen comment.

**CONSENT AGENDA (ITEM NOS. 2 – 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 Drue Helms, second by Carl Hale to approve items 2 thru 5 as written. Motion carried unanimously.

- 2. \*Approval of the Work Session and Regular Meeting minutes dated November 18, 2015. (Staff)**
- 3. \*Approval of the monthly Revenue and Expenditure Report dated December 9, 2015. (Staff)**
- 4. \*Ratification of the selection of a Bank Depository Service and associated Agreement for the City of Helotes Economic Development Corporation from sole respondent Frost Bank and authorizing EDC Executive Director Rick Schroder to execute said Agreement for a five (5) year term beginning December 1, 2015 through November 30, 2020. (Staff)**
- 5. \*Pursuant to Article VIII *Additional Services* of an Agreement between the City, Economic Development Corporation (EDC), and Terra Design Group, Inc. for professional design services for the Helotes Creek Linear Park Transportation Enhancement Project, approval of an Additional Services Proposal Form for Environmental Services in the amount of Forty-Seven Thousand, Seven Hundred Twenty Five Dollars (\$47,725.00) and authorizing the Executive Director to conduct an FYE 2016 EDC interdepartmental budget adjustment transferring Thirty One Thousand, Four Hundred Fifty Four**

**Dollars and Thirty Cents (\$31,454.30) from the EDC Operating Fund to the City / EDC Capital Fund to fund the Additional Services referenced above. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 6. 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 Carl Hale to discuss and take action on Item 6 as written.

Motion was made by Drue Helms, second by Kathryn Mitchell to approve the FYE 2016 Strategic Work Plan as presented. Motion carried unanimously.

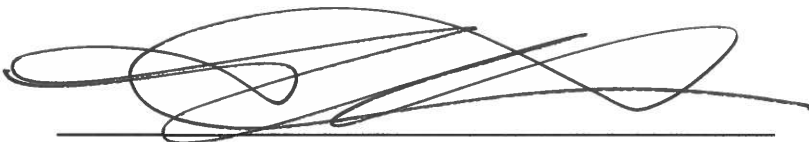
- 7. Staff Report:**
- a. State Highway 16 Water and Sewer Utilities Project;**
  - b. Helotes Creek Linear Park Transportation Enhancement Project;**
  - c. Retail Strategies Progress Report; and**
  - d. Commercial Development Update.**

Glenn Goolsby provided project updates for Item 7(a), 7(b), & 7(c). Mr. Goolsby also informed the board of new and pending commercial developments.

***Adjournment.***

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

President Wootton adjourned the meeting at 7:29 p.m.



Rick A. Schroder  
Executive Director