



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Special Meeting on Wednesday, December 3, 2014 at 1:00 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  
                             Keith Muhlestein, Secretary  
                             Cynthia Massey  
                             Caleb Rackley  
                             Pat Wootton  
                             Bert Buys

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

**Absent:**

Board Members:      Drue Helms, Vice President

1. Call Special Meeting to Order at 1:15 p.m.

**OPEN SESSION:**

2. 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. 3 - 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 Cynthia Massey, second by Keith Muhlestein to approve items 4 and 5 as presented. Motion carried unanimously.

3. Approval of the meeting minutes dated October 22, 2014. (Staff)

President Garner pulled item 3 for discussion.

4. \*Approval of the monthly FYE 2015 Revenue and Expenditure Report dated November 21, 2014. (Staff)

5. \*Approval of the Quarterly Investment Report dated September 30, 2014. (Staff)

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

3. Approval of the meeting minutes dated October 22, 2014. (Staff)

President Garner requested clarification on Items 4 and 5. Cynthia suggested changing “deficit” to “annual debt service above what the City could afford.” Motion was made by Pat Wootton, second by Keith Muhlestein to approve item 3 as amended. Motion carried unanimously.

6. **Discussion, direction, and / or appropriate action on a Resolution concerning 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. (Staff) [Goal 1 – Capital Improvements]**

President Garner summarized a report staff had prepared for discussion. Glenn Goolsby explained how the budget was modified to accommodate a higher debt service payment for the water and sewer project. Motion was made by Pat Wootton, second by Caleb Rackley to modify the Resolution by changing 5 years to 3 years, pledging \$450,000.00, and adding Whereas the EDC will be reimbursed from collected Pro-rata and Water Supply Impact Fee Credits in proportion to the EDC’s contributions to the municipal debt service for the project and in accordance with the San Antonio Water Systems Utility Service Agreement for a term not to exceed the USA or until the full amount has been refunded. Motion carried unanimously.

7. **EDC Specialist Report:**

- a. **Update on current commercial developments;**
- b. **Update on Business Improvement Grant; and [Goal 2 – Business Development]**
- c. **Attendance at ICSC Texas Deal Making. [Goal 2 – Business Development]**

Glenn Goolsby reported Gable’s Ice Cream Sliders would be opening soon and that AutoZone and First Choice Emergency Room had submitted plans to Planning and Zoning Commission. Mr. Goolsby also stated KoolKids and Gable’s had completed their participation in the Business Improvement Grant program. He also informed the board staff had travel to Dallas for the International Council of Shopping Center, Texas Deal Making event on November 13 & 14. Staff will be following up with interested developers and tenants.

8. **Discussion, direction, and / or appropriate action regarding an Employee Evaluation for the Helotes EDC Economic Development Specialist. (Staff)**

Rick Schroder requested the Board defer action and discussion regarding the EDC Specialist because the employee evaluation had not been completed. He also suggested the Board approve a one-time lump sum bonus similar to what other city employees received until he is able to finalize the evaluation. Motion was made by Pat Wootton, second by Bert Buys to pay the lump sum according to city guidelines and any future salary adjustment to be retroactive to October 1, 2014. Motion to amend was made by Cynthia Massey, second by Caleb Rackley to approve the lump sum and to have further discussion in January 2015 regarding any other salary adjustments. Motion carried 4 ayes, 2 nays (Bert Buys and Pat Wootton).

**CLOSED SESSION:**

9. **Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. 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)**

No closed session.

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

President Garner adjourned the meeting at 2:37 p.m.

  
Ardith Garner, President