



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, February 17, 2016 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  
Keith Muhlestein, Vice President  
Drue Helms  
Diane Anderson  
Kathryn Mitchell

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

**Absent:**

Board Members: Carl Hale

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

**OPEN SESSION:**

**1. Citizens to be heard.**

*No public comment.*

**CONSENT AGENDA (ITEM NOS. 2 – 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 Drue Helms to approve Items 2 thru 6 as written. Motion carried unanimously.

- 2. \*Approval of the Regular Meeting and Joint Work Session minutes dated December 16, 2015 and January 14, 2016, respectively. (Staff)**
- 3. \*Approval of the monthly Revenue and Expenditure Report dated February 10, 2016. (Staff)**
- 4. \*Approval of the Quarterly Investment Report for the City of Helotes Economic Development Corporation for the quarter ending December 31, 2015. (Staff)**
- 5. \*Approval of the FYE 2016 Work Plan, as revised by the Helotes City Council on January 14, 2016. (Staff)**
- 6. \*Pursuant to Article VIII *Additional Services* of an Agreement between the City of Helotes, the City of Helotes 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 a Historic Resources Survey Report in the amount of Five Thousand One Hundred Seventy-Five Dollars (\$5,175.00) and authorizing an FYE 2016 EDC interdepartmental budget adjustment transferring the same amount from the EDC Operating Fund to the City / EDC Capital Fund to fund the Additional Services referenced above. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**7. Presentation by Retail Strategies and discussion of and direction on retail recruitment within the City of Helotes and its ETJ. (Staff)**

Presentation by Ashton Arrington, Clay Craft, and Joseph Fackel from Retail Strategies to highlight their companies plan to attract retailer to Helotes.

**8. Discussion of and action on the production of a Helotes Phone Book for the City of Helotes. (Director Helms)**

Motion was made by Drue Helms, second by Diane Anderson to discuss Item 8.

Director Helms presented the item and discussed why the EDC should produce a new phonebook.

Direction was given to staff to research the cost and bring back the item in July, during the FYE 2017 budget process.

**9. Discussion of and action on a Resolution supporting the allowance of outdoor food truck parks and bar facilities within the Old Town Helotes Special District Use Schedule. (Staff)**

Motion was made by Kathryn Mitchell, second by Diane Anderson to discuss Item 9.

Rick Schroder presented the item and discussed the potential economic impact for Old Town Helotes Special District.

Motion was made by Diane Anderson, second by Kathryn Mitchell to adopt the Resolution as written. Motion carried unanimously.

**10. Discussion of and action on the election of a Secretary for the EDC Board of Directors, as described in the Articles of Incorporation, Article Ten *Board of Directors*. (Staff)**

Motion was made by Kathryn Mitchell, second by Keith Muhlestein to nominate Diane Anderson as Secretary. Motion carried unanimously.

**11. Staff Report:**


- a. State Highway 16 Water and Sewer Project;
- b. Helotes Creek Linear Park TEP Project; and
- c. Commercial development update.

Glenn Goolsby reported on Item 11(a-c) to provide updates on current and pending projects.

***Adjournment.***

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

President Wootton adjourned the meeting at 8:17 p.m.



---

Rick A. Schroder  
Executive Director