



**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 18, 2015 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
 Drue Helms, Vice President
 Keith Muhlestein, Secretary
 Cynthia Massey
 Pat Wootton
 Bert Buys

Staff: Rick Schroder, Executive Director
 Glenn Goolsby, EDC Specialist
 Steven Pena, Attorney

Absent:

Board Members: Caleb Rackley

1. Call Meeting to Order at 1:00 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 Pat Wootton, second by Bert Buys to approve items 3 thru 5 as presented. Motion carried unanimously.

3. *Approval of the meeting minutes dated January 21, 2015. (Staff)
4. *Approval of the monthly FYE 2015 Revenue and Expenditure Report dated February 15, 2015. (Staff)
5. *Approval of the Quarterly Investment Report dated December 31, 2014. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Presentation by Armstrong, Vaughan, & Associates, P.C. regarding the Fiscal Year Ending ("FYE") 2014 Audit for the City of Helotes Economic Development Corporation (the "EDC"), including the following:

- **Discussion of and action on the aforementioned FYE 2014 Audit by the Board of Directors. (Staff)**

Kim Roach presented the FYE 2014 Audit Report. Her firm gave an unmodified opinion, which is the highest possible recommendation. Ms. Roach also stated there are no areas of improvement as all funds were accounted for properly. The ending fund balance was \$684,810.00 a 15% increase over the previous year.

Motion was made by Cynthia Massey, second by Pat Wootton to approve the FYE 2014 Audit Report as presented. Motion carried unanimously.

7. Discussion, direction, and / or appropriate action on the design, construction, and funding of water and sewer utilities along State Highway 16 between, generally, Scenic Loop Road and Circle A Trail. (Staff) [Goal 1 – Capital Improvements]

Glenn Goolsby stated LNV should have 95% plans ready for review by Thursday afternoon and upon staff review the plans would be submitted to SAWS for comments. No action taken.

8. Discussion on the status of engineering and design services for the Helotes Creek Linear Park Transportation Enhancement Project. (Staff) [Goal 1 – Capital Improvements]

Glenn Goolsby informed the Board a contract had been finalized, but would not be executed until project funding is approved by City Council. No action taken.

9. Discussion on the status of EDC marketing materials. (Staff) [Goal 4 – Effective Communication]

Glenn Goolsby informed the Board President Garner and staff had met with Gile-Parscale to redefine the deliverables and requested a revised proposal before moving forward. No action taken.

10. EDC Specialist Report:

- a. **Update on current commercial developments; and**
- b. **TxDOT Superstreet.**

Item 10(a): Glenn Goolsby reported new businesses including, Pete's Place, Compass Bank, Auto Zone, Shell Gas Station, and Benevolent Hospice were moving forward. He also stated several prospects are looking at Helotes including; Advance Auto, Murphy Oil, a sign manufacturer, a limousine company, and a salon/barber shop. Item 10(b): Mr. Goolsby informed the Board he had contacted Susan Landreth with Vickrey and Associates to inquire what steps could be taken to evaluate the proposed superstreet concept. She recommended modeling alternative configurations to see the impact on congestion. Cynthia Massey requested contacting Guy Burnett, a local architect, to present his ideas to the board. No action taken.

Ardith Garner, after reading from the agenda the section regarding closed sessions, adjourned into closed session at 1:41 p.m.

CLOSED SESSION:

Closed Session in accordance with Texas Government Code §551.071 *Consultation with Attorney* and §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. **Consultation with Attorney (Texas Govt. Code Ann. Sec. 551.071)**
- b. **Personnel Matters – Employee Evaluation for the Helotes EDC Economic Development Specialist. (Texas Govt. Code Ann. Sec. 551.074)**

Ardith Garner reconvened the meeting at 3:50 p.m. and stated no action had been taken during the Closed Session.


ITEMS FOR INDIVIDUAL CONSIDERATION:

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

Motion was made by Bert Buys, second by Cynthia Massey to accept the evaluation with salary recommendation. Motion carried unanimously.

Adjourn the meeting of the EDC Board of Directors.

President Garner adjourned the meeting at 3:51 p.m.


Ardith Garner, President