



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Joint Meeting on Wednesday, April 20, 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
Diane Anderson, Secretary
Carl Hale
Kathryn Mitchell
Joel Lutz

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

Absent:

Board Members: Drue Helms

President Pat Wootton called the Joint Meeting to order at 7:05 p.m.

JOINT MEETING:

The EDC will meet in a Joint Meeting with the City of Helotes City Council. In the event that a quorum of the City Council is not present, the EDC will continue with its Regular Meeting.

Council

Present: Thomas A. Schoolcraft, Mayor
Edward Villanueva
Alex Blue
Bert Buys
Cynthia Massey

Absent: Paul Friedrichs, Mayor Pro Tem

2. **Discuss and take action on the design and construction of improvements and related amenities for the Helotes Creek Linear Park within the Old Town Helotes Special District, including, but not limited to, authorizing Mayor Thomas A. Schoolcraft to serve as the City / EDC Owner's Representative to provide future Project direction to associated architects and engineers for design and cost efficiencies, if deemed appropriate by the Mayor and/or required by the Texas Department of Transportation (TxDOT) or another public or private entity with Project oversight. (Staff)**

(Note: Terra Design Group (TDG) submitted construction documents to TxDOT on April 7, 2016. The City Council / EDC Board of Directors reviewed and provided comments to TDG on the Project on October 22, 2015. This Item allows the City Council / EDC Board of Directors to review, provide final

direction, and approve the Project design and construction documents and authorize the Mayor to serve as the Owner's Representative for this Project.)

Walter Heard, President of Terra Design Group, spoke on this item. A trailhead will be located behind the Catholic Church and the trail will include four trail nodes, a low water crossing, a bridge, updated street signal at Scenic Loop, and additional parking. Construction materials will be durable and designed for parks and creek trails. Jonathan Bean, TxDOT Director of Planning and Development, answered questions.

Discussion included cost of the cross walk at Scenic Loop, grant constrains, reduction of the project versus grant applications submittal, cost of picnic tables, cost of durable picnic tables, gabions versus toe downs, tree removal, and total cost of the project. The parking lot will not have access from Riggs Road but will be connected to the current parking lot and the Church will provide a perpetual easement document. Cost saving suggestions included changes to the interpretive signs, picnic tables, cross walk, and the bridge. A final cost estimate will be provided by Terra Design before May 9.

The 100% set has been submitted to TxDOT and any changes to the submitted plans must be made quickly to avoid change orders. The current projected Federal Participation is estimated at \$1,250,557 with EDC paying the local 20% participation of \$304,483. EDC has already paid \$232,167 for the cost of engineering and environmental studies.

Motion was made by Keith Muhlestein, second by Kathryn Mitchell, to discuss and act on this item as written.

Motion to approve carried 5 ayes, 1 nay – Carl Hale.

Adjourn Joint Meeting.

President Pat Wootton adjourned the Joint Meeting at 8:50 p.m.

President Pat Wootton called the Regular Meeting to order at 9:05 p.m.

OPEN SESSION:

3. 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 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. 4 – 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 Carl Hale, second by Diane Anderson to approve Items 4 and 6 as written. Motion carried unanimously.

4. *Approval of the Regular Meeting Minutes dated March 16, 2016. (Staff)

5. ***Approval of the monthly Revenue and Expenditure Report dated April 13, 2016. (Staff)**
6. ***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 to complete a survey of four areas of potential habitat for listed Karst Invertebrates in the amount of Seven Thousand, Four Hundred Seventy-Five Dollars (\$7,475.00) and authorizing an FYE 2016 EDC interdepartmental budget adjustment transferring the same monies 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 Armstrong, Vaughan, & Associates, P.C. and discussion of and action on the Fiscal Year Ending 2015 Audit for the City of Helotes Economic Development Corporation. (Auditor)**

Kim Roach presented the FYE 2015 Audit.

Motion was made by Keith Muhlestein, second by Carl Hale to accept the FYE 2015 Audit Report. Motion carried unanimously.

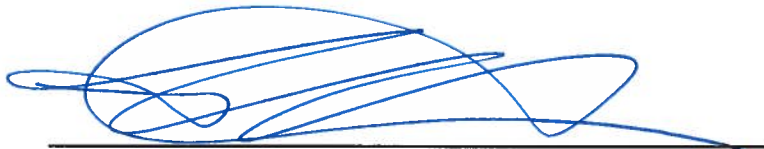
8. **Discussion of and action on logos designed by Giles-Parscale as part of the EDC's unified branding effort for the EDC and Shop Helotes activities. (Staff)**

Motion to discuss was made by Diane Anderson, second by Carl Hale to discuss item 8.

Motion was made by Keith Muhlestein, second by Carl Hale to approve the EDC Logo design as presented. Motion carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 9:28 p.m.



Rick A. Schroder
Executive Director