



**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, June 3, 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, left the meeting at 2:41 p.m.
 Cynthia Massey
 Pat Wootton
 Caleb Rackley
 Bert Buys

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

Call Regular Meeting to Order at 1:00 p.m.

OPEN SESSION:

1. 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. 2 - 4):

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 Bert Buys, second by Drue Helms to approve items 2 thru 4 as written. Motion carried unanimously.

2. *Approval of the meeting minutes dated May 13, 2015. (Staff)

3. *Approval of the monthly Revenue and Expenditure Report dated May 28, 2015. (Staff)

4. *Approval of a Resolution of the Board of Directors of the EDC expressing official intent to reimburse costs of a project from obligations to be issued by the City of Helotes and other matters related thereto; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; providing for severability; incorporating recitals; and setting an effective date. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion, direction, and / or appropriate action on a policy prescribing procedures for the placement of agenda items by EDC Directors onto the EDC Board of Directors meeting agendas. (Staff)

President Garner stated the City Council Policy on placing items on the agenda was included in packets. Cynthia Massey handed out a draft policy for consideration. Caleb Rackley stated clarifying what items should go before the Board and suggested adding “and whether the issue is 1) ripe for consideration by Board and 2) within its jurisdiction.”

Motion was made by Cynthia Massey, second by Keith Muhlestein to approve the EDC Agenda Item requirement as discussed, presented, and amended. Motion carried unanimously.

6. Discussion, direction, and / or appropriate action on the EDC Specialist participating on the Board of Directors for the Helotes Area Merchant and Business Association and Helotes Area Chamber of Commerce. (Director Buys)

President Garner requested pulling the item do to insufficient notice provided to the President and postpone until the next scheduled meeting.

Motion was made by Pat Wootton, second by Bert Buys to override President Garner’s action to pull Item 6. 3-Ayes: Pat Wootton, Bert Buys, and Keith Muhlestein; 4-Nays: Ardith Garner, Drue Helms, Cynthia Massey, and Caleb Rackley. Motion failed.

7. Discussion, direction, and / or appropriate action regarding amendments to the EDC Articles of Incorporation. (Board)

Motion made by Cynthia Massey, second by Drue Helms to discuss and take action on Item 7.

Cynthia Massey stated she had no issues with the included document. Pat Wootton agreed. Drue Helms requested the Board reconsider Article Ten and allow City Council members to serve as EDC Directors. Caleb Rackley agreed.

Motion was made by Pat Wootton, second by Bert Buys to approve Article Ten as written. 3-Ayes: Pat Wootton, Bert Buys, and Cynthia Massey; 4-Nays: Ardith Garner, Drue Helms, Keith Muhlestein, and Caleb Rackley. Motion failed.

Motion was made by Drue Helms, second by Cynthia Massey to approve the Articles of Incorporation as presented with discussed amendments including; Article Eight adding Bylaws, Article Nine strike name, Article Ten(a) strike no council members, and Article Ten (d) add and approval by the EDC Board of Directors. Motion carried unanimously.

8. Discussion, direction, and / or appropriate action regarding amendments to the EDC Bylaws. (Board)

Motion was mad by Cynthia Massey, second by Drue Helms to discuss and take action on Item 8.

Motion was made by Caleb Rackley, second by Drue Helms to revert to the original language for Article II(a). 6-Ayes; 1-Nay Bert Buys. Motion carried.

Motion was made by Cynthia Massey, second by Drue Helms to approve the amended Bylaws as discussed. 6-Ayes; 1-Nay: Bert Buys. Motion carried.

9. Discussion, direction, and / or appropriate action regarding a continuity plan for the EDC Board of Directors. (President Garner)

President Garner suggested inviting all applicants to the next EDC Meeting. No action taken.

10. Discussion, direction, and / or appropriate action on the approval of the City of Helotes Economic Development Corporation Fiscal Year Ending (FYE) 2016 Budget Calendar. (Staff)

Glenn Goolsby stated although this item is new for the EDC the City of Helotes has always adopted a budget calendar and felt it provides every notice of the budget process and timeline.

Motion was made by Pat Wootton, second by Drue Helms to approve as presented. Motion carried unanimously.

11. Discussion, direction, and / or appropriate action on the EDC Marketing Plan, including necessary approvals for additional marketing expenditures. (Staff) [Goal 4 – Effective Communication]

Rick Schroder discussed prior approved marketing items and new marketing items for consideration.

Motion was made by Cynthia Massey, second by Drue Helms to provide no more than \$20,000.00 to additional marketing projects. Motion carried unanimously.

12. Discussion, direction, and / or appropriate action regarding attendance at Retail Live! on August 20, 2015 in Austin, Texas. (Staff) [Goal 2 – Business Development]

Motion was made by Drue Helms, second by Pat Wootton to approve attendance at Retail Live Austin in the amount of \$707.24 per person up to 3 people. Motion carried unanimously.

13. EDC Specialist Report:

- a) **Update on the design and funding of water and sewer utilities along State Highway 16 between, generally, Scenic Loop Road and Circle A Trail; and [Goal 1 – Capital Improvements]**
- b) **Update on the design and funding of the Helotes Creek Linear Park Transportation Enhancement Project; and [Goal 1 – Capital Improvements]**
- c) **Update on attendance at the International Council of Shopping Centers RECON Conference in Las Vegas, Nevada; and [Goal 2 – Business Development]**
- d) **Commercial development update.**

Item 13(a): Was moved to the beginning of the meeting because of guest speaker Julian Bielawski from LNV Engineering. Mr. Bielawski updated the Board on the progress of design for the SH 16 Water and Sewer Project. He anticipates another 4 months before final plan approval by San Antonio Water Systems.

Item 13(b): Glenn Goolsby stated all project participants had met for a kick-off meeting and the project had officially been released. He also noted the project must be let by May 2016 in order to receive the Transportation Enhancement Grant funds.

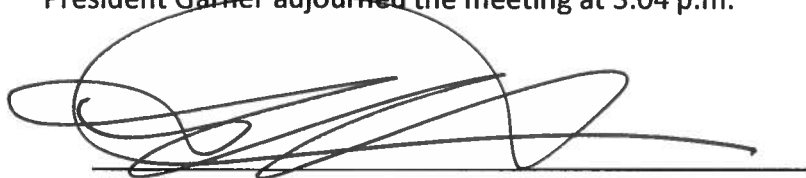
Item 13(c): Mr. Goolsby provided a summary of meeting held at the ICSC RECON event.

Item 13(d): Mr. Goolsby provided an update on current and pending commercial developments.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Garner adjourned the meeting at 3:04 p.m.

A handwritten signature in black ink, appearing to read "Rick A. Schroder", is written over a horizontal line. The signature is stylized with several loops and a long horizontal stroke.

Rick A. Schroder

Executive Director