



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a special meeting on Thursday, July 10, 2014 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:

EDC Board Members

Present: Ardith Garner, President
Cynthia Massey
Keith Muhlestein, Secretary
Pat Wootton
Bert Buys

Council

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

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

Absent:

Board Members: Drue Helms, Vice President
Caleb Rackley

1. Call to order.

Mayor Schoolcraft and President Garner brought the joint meeting to order at 7:20 p.m.

ITEMS FOR INDIVIDUAL CONSIDERATION:

2. Discussion of and action on debt instruments available to the City of Helotes and the City of Helotes Economic Development Corporation (EDC), the issuance thereof, an interlocal cooperative agreement between the City and EDC regarding the reimbursement of certain costs related to debt issuance, and requisite monies required to fund the following capital improvement projects:

- S.H. 16 (Bandera Rd.) Water / Sewer Project;
- F.M. 1560 / Circle A Trail Realignment Project;
- Helotes Creek Linear Park Transportation Enhancement Project;
- F.M. 1560 – Helotes Creek Tributary A Bridge Crossing Project;
- S.H. 16 (Bandera Rd.) / Cedar Trail Culvert Enlargement Project; and
- Other capital improvement projects and equipment deemed necessary by the City Council and / or EDC Board of Directors.

Rick Schroder, City Administrator and EDC Executive Director, presented a detailed description and associated costs on the noted projects.

- **Water/Sewer Project.** The 50% plan stage has been submitted to SAWS and is under review. The City's estimated cost, at 50% stage, is approximately \$4,130,178.00 while EDC would be responsible for the engineering cost of \$351,000.00. Reimbursement will come from impact fees on the water line project (100% reimbursement) and pro rata refunds for the sewer project (10 years only for reimbursement).

This project is intended to increase economic development activities along S.H. 16 and improve fire protection abilities.

- **F.M. 1560 / Circle A Trail Realignment Project.** Funding costs of approximately \$1.469 million would come from MPO Funds. The City would fund approximately \$400,000.00 for ROW acquisition and utility relocation.

This project would reduce traffic delay, reduce capacity restriction for northbound S.H. 16 traffic to westbound F.M. 1560, and maintain traffic flow from F.M. 1560 onto S.H. 16.

- **Helotes Creek Linear Park Transportation Enhancement Project.** TxDOT would fund the approximate \$1.25 million from STEP funding while EDC would fund contract administration fees for approximately \$395,486, engineering fees of approximately \$81,757, and 100% of cost overruns.

This project will link the existing surface transportation system and bicycle and pedestrian facilities to natural, open spaces within or near the Old Town Helotes District, while providing greater access to area attractions and improved facilities for pedestrians and bicyclists.

- **F.M. 1560 – Helotes Creek Tributary A Bridge Crossing Project.** TxDOT would fund an approximate \$1.5 million for engineering and construction with the City contributing a 20% match of \$300,000.

The project would increase the undersized drainage structure from a 2-year frequency event to a 100-year frequency storm event. This project would remove several homes in this area from the flood plain.

- **S.H. 16 (Bandera Rd.) / Cedar Trail Culvert Enlargement Project.** TxDOT would fund an approximate \$1.3 million in engineering and construction costs while the city would fund grading outside the ROW. The amount of cost for the City is unknown at this time.

This project would enlarge box culverts and reduce flooding hazards at this intersection. These improvements will function well with the French Creek Natural Waterway Conveyance improvements funded by Bexar County.

- Other capital improvement projects and equipment deemed necessary by the City Council and / or EDC Board of Directors. No other projects were discussed.

Mayor Schoolcraft adjourned the meeting at 8:09 p.m. for a 10 minute break.

Mayor Schoolcraft reconvened the joint meeting at 8:20 p.m.

Mr. Schroder reported the City annually pays debt of \$140,000 for the 2007 C of O that ends in 2017, \$440,000 for the 2007 C of O that ends in 2027, and EDC pays \$295,000 for the same 2007 C of O.

Ann Burger Entrekin, Managing Director from First Southwest, explained types of available debt instruments, meaning of terms, and rates.

Mayor Schoolcraft requested the EDC Board deliberate first. President Garner asked for a discussion or a motion.

Motion was made by Director Wootton, second by Director Muhlestein, to enter into an agreement with the City to accept responsibility to fund approximately \$477,243 for water/sewer project engineering overruns and for the Helotes Creek Linear Park project administration fees, engineering, and cost overruns as presented. Motion to approve carried unanimously.

Mayor Schoolcraft asked the City Council for a motion regarding the projects and for Council direction for Staff for a type of debt obligation. The type of debt obligation selected tonight is not binding.

Motion was made by Council Member Blue, second by Council Member Buys, to approve funding for all of the projects as presented, accept EDC funding responsibility as noted, and direct Staff and First Southwest to begin the process to issue tax exempt, callable, certificates of obligation in the amount of \$5.5 million. Motion to approve carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

Mayor Schoolcraft and President Garner adjourned the joint meeting at 8:53 p.m.



Ardith Garner, President