



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

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Thursday, July 14, 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
Diane Anderson, Secretary
Drue Helms
Carl Hale
Joel Lutz

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

Absent:

Board Members: Keith Muhlestein, Vice President
Kathryn Mitchell

President Pat Wootton called the Joint Meeting to order at 7:02 p.m.

JOINT MEETING:

The EDC Board of Directors will recess into a Joint Meeting with the City Council. In the event that a quorum of the City Council is not present, the EDC Board of Directors will not adjourn into the Joint Meeting, but rather, it will continue with its Special Meeting to discuss and provide direction on Agenda Item No. 2 below:

2. **Presentation by Freese and Nichols, Inc. and discussion of and direction on a Growth Management Plan for the City of Helotes and its Extraterritorial Jurisdiction (ETJ), including, but not limited to, the following:**
 - **Identification of key areas for future City expansion;**
 - **Infrastructure assessment;**
 - **Determination of appropriate land use types;**
 - **Annexation strategies; and**
 - **Identification of incentives to attract desirable growth. (Staff)**

Dan Sefko, with Freese & Nichols, gave a brief presentation and answered questions on the status of the growth management plan. The intent of the study is to identify, plan, and encourage future commercial growth beneficial to the City. Three priority potential growth areas have been identified and noted in the preliminary report. These areas are adjacent to major roadways; Bandera Road, F.M. 1560, and Scenic Loop.

General consensus was to include proposed recommendations for Type A General Law government and Home Rule government because these are long range plans, to expand the size of the maps, and add more street names to the maps. Freese and Nichols will meet with EDC Staff after they submit a draft report.

President Wootton adjourned the Joint Meeting and recessed the EDC meeting for a ten minute break at 8:00 p.m.

President Wootton reconvened the Special Meeting at 8:10 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 – 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 Diane Anderson, second by Carl Hale to approve Items 4 & 5 as written. Motion carried unanimously.

4. *Approval of the Regular Meeting Minutes dated June 15, 2016. (Staff)

5. *Approval of the monthly Revenue and Expenditure Report dated July 8, 2016. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on a Parking Lot Lease Agreement between the City of Helotes, Martin R. Terry, Jr., and Timothy B. Terry for property located at 14392 Bandera Road, Helotes, Texas 78023. (Staff)

Motion was made by Diane Anderson, second by Carl Hale to discuss Item 6. Motion carried unanimously.

General consensus was for the EDC to enter into a Public Parking Lease Agreement with Martin and Timothy Terry for an amount of \$400.00 per month plus payment to CPS Energy for security lighting.

Motion was made by Joel Lutz, second by Carl Hale to approve the contract and include a clause which allows the property owners to operate a pay-to-park lot only during outdoor Floore Concerts. Motion carried unanimously.

7. Discussion of and action on the Helotes Creek Linear Park, including the design, construction, and cost of capital improvements and related amenities within the Old Town Helotes Special District. (Staff)

Motion was made by Carl Hale, second by Joel Lutz to discuss Item 7. Motion carried unanimously.

Glenn Goolsby presented the bid tabulation from TxDOT and estimated cost to the EDC to complete the project. Mr. Goolsby stated to date the EDC has spent \$548,806.00 and potentially would need to fund an additional \$385,312.00 to complete the project. The Board discussed options available including; accepting the bid, removing parts of the project to lower cost, and resending the grant. They generally felt the EDC did not have sufficient reserves to continue with the Helotes Creek Linear Park Project.

Motion was made by Carl Hale, second by Diane Anderson to resend the Transportation Enhancement Program Grant for the Helotes Creek Linear Park Project, direct staff to request City Council call a Special Meeting to cancel the contract between the City of Helotes and the Texas Department of Transportation before the construction contract is awarded on July 28, 2016, to use the Certificate of Obligation Funds to build the pedestrian bridge and other improvements the funds allow, and to withhold the final payment to Terra Design Group. Motion carried unanimously.

8. Discussion of and action on the EDC Fiscal Year Ending (FYE) 2017 Operating and Capital Budgets, including, but not limited to, the following:

- a. **Budget Calendar; and**
- b. **Qualified "Projects," as defined by Art. 5190.6 of the Development Corporation Act of 1979, Secs. 2 and 4(B) of Vernon's Texas Civil Statutes.**

Motion was made by Carl Hale, second by Joel Lutz to discuss Item 8. Motion carried unanimously.

Motion was made by Drue Helms, second by Carl Hale to approve the Budget Calendar. Motion carried unanimously.

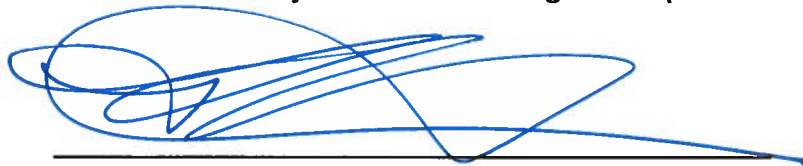
9. Staff Report:

- a. **Commercial development update.**

Glenn Goolsby informed the Board of new businesses opening and potential prospects.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 9:02 p.m.



Rick A. Schroder
Executive Director