



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, July 19, 2017 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
Kathryn Mitchell
Joel Lutz, Vice President
Carl Hale
Wayne Stacey

Staff: Rick Schroder, Executive Director
Glenn Goolsby, Assistant Director

Absent:

1. **Call to Order.**

President Wootton called the meeting to order at 7:00 p.m.

OPEN SESSION:

2. **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. 3 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group after discussion. Motion was made by Diane Anderson, second by Kathryn Mitchell to approve Items 3 and 4. Motion carried unanimously.

3. *Approval of the minutes of the Regular Meeting dated May 17, 2017. (Staff)
4. *Approval of the Fiscal Year Ending (FYE) 2017 Revenue and Expenditure Report dated July 13, 2017. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on the selection of a respondent to the *Request for Sealed Bids, City of Helotes, Texas, Pre-Engineered, Manufactured Pedestrian Bridge* received on July 14, 2017 for the Old Town Helotes Special District Pedestrian Bridge Project. (Staff)**

Motion was made by Joel Lutz, second by Carl Hale to discuss Items 5 & 6.

Rick Schroder stated bids had been received for a pedestrian bridge over Helotes Creek in Old Town Helotes. The proposed design is a weathered steel, Pratt truss bridge measuring 10 ft. by 165 ft. He also stated the EDC has \$170,916.03 in available funding for the project, but could gain additional funding from certificates of obligation currently held by the City of Helotes.

Motion was made by Wayne Stacey, second by Joel Lutz to accept Wheeler contingent upon receiving and approving the abutment contract. Motion carried unanimously.

6. **Discussion of the selection of a respondent to the *Request for Sealed Bids, City of Helotes, Texas, Pre-Engineered, Manufactured Pedestrian Bridge Site Work and Bridge Abutment Construction, Bridge Unloading, and Bridge, Concrete Decking and Expansion Joint Cover Plate Installation* to be received on July 26, 2017 for the Old Town Helotes Special District Pedestrian Bridge Project. (Staff)**

7. **Discussion of and action on a contract extension in the amount of \$4,000.00 for 360 Zone, a Google Street View Trusted Photographer, to perform Google Street View virtual tours within the City of Helotes, Texas. (Staff)**

Motion was made by Joel Lutz, second by Diane Anderson to fund an additional \$4,000.00 for Google Street View tours. Motion carried unanimously.

8. **Discussion of an Agreement for Management Services dated September 22, 2016 between the City of Helotes and the EDC, including the relocation of the EDC corporate office(s) to another location within the City's corporate limits. (Staff)**

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

Rick Schroder presented the agreement and stated the management services fee has been reduced to \$5,400.00 for City provided services. The City is requesting the EDC relocate their offices to a commercial lease space within the City of Helotes.

No action taken.

9. **Discussion of the Fiscal Year Ending (FYE) 2018 Maintenance and Operating, Interest and Sinking, 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 Diane Anderson, second by Wayne Stacey to discuss Item 9.

Rick Schroder presented the proposed FYE 2018 budgets and outlined anticipated revenues and expenses.

No action taken.

President Wootton adjourned into Closed Session at 8:17 p.m.

CLOSED SESSION:

10. **Closed Session in accordance with Texas Government Code 551.072 *Deliberations about Real Property*. 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:**

- **Texas Government Code 551.072 *Deliberations about Real Property* and the purchase or lease thereof within the City of Helotes' corporate limits, including, but not limited to, the relocation of the EDC corporate office(s).**

President Wootton reconvened into Open Session at 8:52 p.m. with no action being taken during the Closed Session.

11. **Staff Report: Commercial Development Update.**

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 8:52 p.m.



Rick A. Schroder
Executive Director