



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, September 18, 2019 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 Alan Holmes, Vice-President  
Kathryn Mitchell, Secretary Stephanie "Stevie" Seitz  
Bill Putty Matthew McCrossen

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

**Absent:** Patrick Adam

**1. Call to Order.**

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

**PUBLIC HEARING:**

- 2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2020. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. EDC FYE 2020 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use / Retail Recruitment / Capacity Analysis Consultants; Marketing & Social Media Campaigns; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Special District Pedestrian Bridge & Parking Lot Lease Agmt.; Land Acquisition; Economic Development Grants & Incentives; Ch. 380 Economic Development Agmt. Reimbursements; City Gateway Signage; Google 360 Tours; City Visitor's & Tourism Center; and Municipal Development District Creation.**

Public hearing was opened at 7:00 PM with no public comment hearing was closed at 7:01 PM.

**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 and its Extraterritorial Jurisdiction (ETJ) 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 – 10):**

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 Matthew McCrossen, second by Kathryn Mitchell to approve Items 4 thru 10 as written. Motion carried unanimously.

4. \*Approval of the minutes of the EDC Special Meeting dated August 14, 2019. (Staff)
5. \*Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 13, 2019. (Staff)
6. \*Approval of an FYE 2019 Budget Amendment increasing Operating Acct. No. 05-401- 3140 Sales Tax Revenue by \$146,903.62 and increasing Operating Acct. No. 05-510-5333 Chapter 380 Economic Development Agreement Reimbursements by \$146,903.62. (Staff)
7. \*Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Agreement for Management Services between the City of Helotes and the EDC; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
8. \*Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Investment Policy and Strategy for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
9. \*Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) designating Investment Officers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
10. \*Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a list of approved brokers/ dealers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

## **ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 11. Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**

Motion was made by Matthew McCrossen, second by Stevie Seitz to discuss Item 11.

Mayor Schoolcraft presented plans to build a splash pad at the Helotes Fitness Park and Disc Golf Course. The project is planned to be up to a 2,000 sqft. pad with 12 to 18 spray features.

Motion was made by Stevie Seitz, second by Bill Putty to proceed with a public hearing and presentation whereby the EDC would fund up to \$300,000.00 for a splash pad. Motion passed 4-ayas, 1-nay; Matthew McCrossen.

- 12. Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)**

Motion was made by Kathryn Mitchell, second by Bill Putty to discuss Item 12.

Mayor Schoolcraft presented the proposed project to construct a six foot sidewalk from Our Lady of the Guadalupe Church to Helotes City Hall.

Motion was made by Stevie Seitz, second by Kathryn Mitchell to proceed with a public hearing and presentation for the EDC to fund a new sidewalk along Riggs Road to connect to City Hall. Motion passed 3-ayas, 2-nays; Matthew McCrossen and Bill Putty.

- 13. Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving appropriations for the Fiscal Year Ending (FYE) 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's Programs, "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations, and cooperatives; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

Motion was made by Matthew McCrossen, second by Alan Holmes to discuss Item 13.

Rick Schroder presented the proposed FYE 2020 Budget.

Motion was made by Bill Putty, second by Kathryn Mitchell to approve the FYE 2020 Budget as presented. Motion carried unanimously.

**14. Staff Updates:**


- a. **Work completed and/or in progress since August 14, 2019; and**
- b. **Current and proposed commercial developments within the City of Helotes.**

Mr. Goolsby reported on advertising created to promote local events, reviewed status of gateway signage, and provided an update on commercial projects within Helotes.

No action taken.

**Adjourn the regular meeting of the EDC Board of Directors.**

President Wootton adjourned the meeting at 8:04 p.m.



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Rick A. Schroder  
Executive Director