



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, July 15, 2015 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:      Ardith Garner, President  
                                  Drue Helms, Vice President  
                                  Keith Muhlestein, Secretary  
                                  Kathy Oliver  
                                  Pat Wootton

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

**Absent:**

Caleb Rackley  
Carl Hale

*Call Regular Meeting to Order at 7:00 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 - 3):**

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 Drue Helms, second by Pat Wootton to approve items 2 and 3 as written. Motion carried unanimously.

**2. \*Approval of the meeting minutes dated June 3, 2015. (Staff)**

**3. \*Approval of the monthly Revenue and Expenditure Report dated July 8, 2015. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**4. Presentation by Joe Fackel, Senior Vice President of Business Development for Retail Strategies, and discussion of and action on retail analytics and recruitment within the City of Helotes. (Staff)**

Mr. Fackel reviewed the services his firm could provide and explained how their implementation processes differs from competitors since they started as a commercial brokerage firm. Staff was directed to begin drafting an agreement to present at the next board meeting.

**5. Discussion of the EDC Articles of Incorporation and Bylaws, as amended. (President Garner)**

Rick Schroder reviewed amendments Helotes City Council made during a meeting on June 25, 2015.

**6. Discussion of and direction on amendments to the EDC Management Services Agreement. (Staff)**

Mr. Schroder outlined staff recommended changes for the agreement to reflect modification made to the EDC Articles of Incorporation and Bylaws. President Garner requested incorporating the suggestions into a redline document for approval at a subsequent meeting.

**7. Discussion of and action on a Resolution authorizing a project funding agreement between the EDC and the City of Helotes, Texas, and approving other matters in connection therewith. (Bond Counsel)**

Mr. Schroder stated the Resolution would allow the EDC to accept Certificate of Obligation monies for the Helotes Creek Linear Park Project and reimburse the City's Interest and Sinking Fund for debt service payments.

Motion was made by Pat Wootton, second by Drue Helms to adopt a Resolution authorizing a project funding agreement between the EDC and the City of Helotes, Texas, and approving other matters in connection therewith. Motion carried unanimously.

**8. Discussion of and action on the EDC Fiscal Year Ending (FYE) 2016 Operating and Capital Budgets. (Staff)**

Mr. Schroder stated this is the first of three presentations on the budget. Mr. Helms requested staff prepare an itemized budget similar to one presented last year.

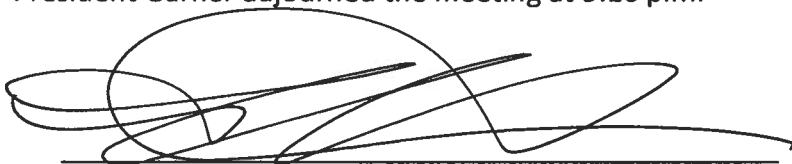
**9. Staff Report:**

- a) **Water and sewer utilities along State Highway 16 between, generally, Scenic Loop Road and Circle A Trail;**
- b) **Helotes Creek Linear Park Transportation Enhancement Project;**
- c) **Marketing plan implementation; and**
- d) **Commercial development update.**

Glenn Goolsby informed the board on Item 9 (a) that plans should be submitted to San Antonio Water Systems within the next 30 days, Item 9 (b) that staff and Terra Design Group had walked the property and identified a proposed alignment, Item 9 (c) contracts had been signed for all marketing services previously approved, and Item 9 (d) two more businesses were opening in Old Town Helotes, Harvest Cottage and Melanie's Rusted Nail, and other tenants would be opening in the Shops at Old Town as soon as CPS Energy installs new power lines.

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

President Garner adjourned the meeting at 9:10 p.m.



Rick A. Schroder  
Executive Director