



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, January 16, 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      Kathryn Mitchell  
Bill Putty      Stephanie "Stevie" Seitz  
Patrick Adam      Alan Holmes  
Matthew McCrossen

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

**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 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. 3 – 4):**

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 Alan Holmes, second by Kathryn Mitchell to approve Items 3 and 4 as written. Motion carried unanimously.

- 3. \*Approval of the minutes of the EDC Regular Meeting dated November 14, 2018. (Staff)**
- 4. \*Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated January 8, 2019. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**5. Discussion of and action on updates to the EDC Strategic Work Plan. (President Wootton)**

Motion to discuss was made by Stevie Seitz, second by Alan Holmes.

General discussion included removing items that had been completed and updating other sections to include specific projects or goals that can be measured. President Wootton and staff will work on the document and bring back for further discussion at the next meeting.

No action taken.

**6. Discussion of and action on proposals received from a Request for Qualifications / Proposal seeking well-qualified, licensed commercial brokers or brokerage firms to conduct business recruitment services within the corporate City Limits of Helotes. (Staff)**

Motion to discuss was made by Patrick Adam, second by Stevie Seitz.

Ricks Schroder presented two proposals received by the Canvass Group and Retail Strategies. He stated neither proposal addressed the fee structure outlined in the RFQ/P. The Board directed staff to meet with the Canvass Group to determine if a fee structure could be negotiated.

No action taken.

**7. Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten *Board of Directors*, including, but not limited to, President, Vice-President, and Secretary. (Staff)**

The following nominations were made for President, Pat Wootton; Vice-President, Alan Holmes; and Secretary, Kathryn Mitchell.

Motion to approve the nominations was made by Steive Seitz, second by Bill Putty. Motion carried unanimously.

**8. Staff Updates:**

**a. Current and planned commercial developments within the City of Helotes.**

Glenn Goolsby discussed the status of current developments and new business openings.

No action taken.

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

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



Rick A. Schroder  
Executive Director