



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, April 17, 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 Bill Putty
Stephanie "Stevie" Seitz Patrick Adam
Matthew McCrossen

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 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 Bill Putty, second by Stevie Seitz to approve Items 3 and 4 as written. Motion carried unanimously.

3. * Approval of the minutes of the EDC Regular Meeting dated March 20, 2019. (Staff)

4. *** Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated April 12, 2019. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on the EDC FYE 2019 Strategic Work Plan, and authorizing the Executive Director to transmit said Plan to the City Council for final review and approval. (Staff)**

Motion was made by Alan Holmes, second by Patrick Adam to discuss Item 5.

Motion was made by Bill Putty, second by Kathryn Mitchell to amend Priority 1, Project 1 to use incentives on an as needed basis. Motion carried 5-Ayes, 1-Nay; Stevie Seitz.

Motion was made by Patrick Adam, second by Bill Putty to approve the FYE 2019 Strategic Work Plan as amended and transmit said plan to City Council for approval. Motion carried unanimously.

6. **Discussion of and action on the Old Town Helotes Pedestrian Bridge Project and appropriating capital monies for the manufacture of the bridge and, generally, the construction of bridge abutments, bridge installation, and sidewalk connectivity. (Staff)**

Motion was made by Alan Holmes, second by Kathryn Mitchell to discuss Item 6.

Rick discussed the status of the bridge project and associated cost.

7. **Discussion of and action on an FYE 2019 Budget Amendment transferring funds from the EDC General Operating Fund to the City/EDC Capital Fund for the Old Town Helotes Pedestrian Bridge Project. (Staff)**

Motion was made by Patrick Adam, second by Kathryn Mitchell to discuss Item 7.

Rick stated a transfer of \$77,120 was needed to complete the bridge project.

Motion was made Stevie Seitz, second by Kathryn Mitchell to transfer \$77,120 from the EDC General Operating Fund to EDC Capital Fund. Motion carried unanimously.

8. **Discussion of and action on the design and installation of gateway monument and city pride signage on S.H. 16, Hausman Rd., and F.M . 1560, including, but not limited to, authorizing the Executive Director to solicit proposals from sign contractors for the design and construction of said signage within TxDOT rights-of-way. (Staff)**

Motion was made by Alan Holmes, second by Patrick Adam to discuss Item 8.

Motion was made by Patrick Adam, second by Kathryn Mitchell to authorize the Executive Director to solicit proposals. Motion carried unanimously.

9. Discussion of and direction on the extension of water utility services in lieu of annexation for Mega Systems, Inc., a stage and architectural lighting manufacturer, located at 18668 S.H. 16 that seeks to expand operations within the City of Helotes Extraterritorial Jurisdiction (ETJ). (Staff)

Motion was made by Patrick Adam, second by Matthew McCrossen to discuss Item 9.

Guillermo Cabada owner of MEGA Systems presented his companies desire to expand their operations with a new 10,000 square foot building and hiring 10 new employees. He proceeded to discuss a major hurdle in moving forward is the lack of water utilities.

10. Discussion of and direction on the purchase of real property located near 12510 S.H. 16 for economic development purposes. (Staff)

Motion was made by Patrick Adam, second by Alan Holms to discuss Item 10.

Glenn Goolsby presented the item and reviewed the history of the site and opportunity to purchase the property. Rick Schroder discussed potential development options.

No action taken.

11. Discussion of and action on the EDC's affiliation with the Helotes Area Chamber of Commerce, including, but not limited to, the following:

- **Staffing and administrative support;**
- **Membership dues;**
- **Annual sponsorship packages;**
- **Power Lunch series sponsorships; and**
- **A Service and Office Use Agreement providing office space to the Chamber.**

Motion was made by Matthew McCrossen, second by Kathryn Mitchell.

Katrina Gonzalez from the Helotes Area Chamber of Commerce addressed concerns over the lapse in Chamber staffing and assured the board the Chamber is making every effort to hire a full-time employee.

No action taken.

12. Staff updates:

- **Work completed and/or in progress since March 20, 2019;**
- **EDC Website - RealMassive (commercial property database), GIS Planning (demographics), NeonCloud (video), and Manhard Consulting (land planning);**
- **Bird's Eye View map;**
- **S.H. 16 water/ sewer utility project;**
- **Municipal Development District (MOD) creation;**
- **Helotes visitor center planning; and**

- **Current and proposed commercial developments with the City of Helotes.**

Mr. Goolsby reported on the Shop Helotes Fiesta Medal giveaway to promote new restaurants, software integration of RealMassive and GISPlanning into the EDC website, video production with NeonCloud was scheduled for May 3rd & 4th, Bird's Eye View Map was rejecting the Service Agreement, the water / sewer project was being finalized, and the MDD creation was being reviewed by general council.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 9:04 p.m.



Rick A. Schroder
Executive Director