

REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, May 18, 2022 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:

Blaine Lopez, President

John Kodosky, Vice-President

Greg Hayden

Melissa Benavides

Joel Lutz

Jeff Felty

Marian Mendoza, Ex-Officio

Staff:

Glenn Goolsby, Interim Executive Director

Absent:

Melody Cooper, Secretary

1. Call to Order.

President Lopez called the meeting to order at 7:06 p.m.

OPEN SESSION:

2. Citizens to be heard.

The HEDC 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 HEDC 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 HEDC Agenda.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3-5):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Joel Lutz, second by Melissa Benavides to approve Items 3 thru 5 as written. Motion carried unanimously.

- 3. *Approval of the minutes of the Regular Meeting dated April 20, 2022. (Staff)
- 4. *Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated May 12, 2022. (Staff)

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5. *Approval of the Quarterly Investment Report for the Helotes Economic Development Corporation for the quarter ending March 2022.

COMMITTEE REPORTS:

6. Update from the Executive Committee meeting.

President Lopez highlighted the committee had met twice to review the mission and objectives of the EDC and develop the job qualifications for the Executive Director Position.

7. Update from the Finance Committee meeting.

John Kodosky stated the committee had met twice to review and amend the EDC purchasing, travel, and credit card policies.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 8. Discussion and action on amending the HEDC Policies and Procedures to include the following:
 - Purchasing Policy;
 - Credit Card Policy; and
 - Travel Policy.

Motion was made by Joel Lutz, second by Greg Hayden to discuss and take action on Item 8. Consensus was to approve as presented. Motion carried unanimously.

President Lopez convened into closed session at 7:25 p.m. after reading the following statement.

CLOSED SESSION:

- 9. Closed Session in accordance with Texas Government Code § 551.072 Deliberation Regarding Real Property and § 551.074 Personnel Matters. 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:
 - §551.072 *Deliberation Regarding Real Property* To consider the purchase of a real property interest for future development purposes.
 - § 551.074 *Personnel Matters* To discuss the qualifications and salary range for the position of Executive Director for the Economic Development Corporation.

President Lopez reconvened the meeting at 8:30 p.m. and announced that no action had been taken during the closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

10. Discussion and action on approving job qualifications and salary range for the position of Executive Director for the HEDC.

Motion was made by Jeff Felt, second by Greg Hayden to discuss and take action on Item 10. Consensus was to approve the job description and qualifications and establish a salary range of \$75,000 to \$90,000 for the Executive Director position. Motion carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:33 p.m.

Glenn Goolsby

Interim Executive Director