

REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, November 15, 2023 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

Joel Lutz

Jeff Felty

Staff:

Glenn Goolsby, Executive Director

Marian Mendoza, Ex-Officio

Absent:

Melody Cooper, Secretary

Melissa Benavides

1. Call to Order.

President Lopez called the meeting to order at 7:02 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 citizens were present to speak.

CONSENT AGENDA (ITEM NOS. 3 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Joel Lutz, second by John Kodosky to approve Items 3 and 4 as written. The motion carried unanimously.

- 3. *Approval of the minutes of the Regular Meeting dated October 18, 2023.
- 4. *Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated November 9, 2023.

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COMMITTEE REPORTS:

- 5. Update from HEDC standing committees to include the following:
 - Executive Committee; No update.
 - Finance Committee; Joel stated all October expenditures had been approved.
 - Governance Committee; No update.
 - Building Evaluation Committee Joel stated the committee had met to review plans.
 - **Community Enhancement Committee** Blaine stated they had met with the contractor for the traffic circle improvements and finalized a plan to move forward.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on authorizing the Executive Director to negotiate and execute an agreement for printer equipment and maintenance not to exceed \$12,000 for a 5-year term.

Motion was made by John Kodosky, second by Greg Hayden to discuss and act on the item as written.

Mr. Goolsby stated this would be an updated printer with unlimited black and white prints and 1,250 color prints. Joel asked to include usage tracking among users.

Motion to approve carried unanimously.

7. Discussion of and action on authorizing the Executive Director to negotiate and execute an agreement for internet services not to exceed \$40,000 for a 3-year term.

Motion was made by Jeff Felty, second by Greg Hayden to discuss and act on the item as written.

Mr. Goolsby requested approval to negotiate and execute an internet services agreement with either Charter Communications or ATT, whomever can provide the required services to the new Visitor Center.

Motion to approve carried unanimously.

8. Discussion of and action on authorizing the Executive Director and Building Evaluation Committee to solicit, select, and negotiate contracts for the remodeling of the Helotes Visitor and Business Center.

Motion was made by John Kodosky, second by Joel Lutz to discuss and act on the item as written.

Motion to approve carried unanimously.

STAFF REPORT:

- **9.** Update on HEDC projects to include the following:
 - OTH Traffic Circle; and
 - Current commercial development.

Mr. Goolsby updated the board on the status of the traffic circle and mentioned since holiday decorations had already been installed in Old Town the contractor was going to wait until 2024 to begin the project. He also addressed comments from the last City Council meeting regarding available lease space within the corporate city limits.

President Lopez adjourned the meeting at 7:55 p.m.

Glenn Goolsby

Executive Director