



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, October 17, 2018 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 Joel Lutz, Vice President
Kathryn Mitchell Bill Putty

Absent: Diane Anderson, Secretary Wayne Stacey
Stephanie "Stevie" Seitz

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

1. Call to Order.

President Wootton called the meeting to order at 7:02 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 – 8):

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 Joel Lutz, second by Bill Putty to approve Items 3 thru 8 as written. Motion carried unanimously.

3. *Approval of the minutes of the EDC Regular Meeting dated September 19, 2018. (Staff)

4. *Approval of the EDC Fiscal Year Ending (FYE) 2018 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated October 11, 2018. (Staff)
5. *Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing severability; and adopting an effective date. (Staff)
6. *Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation adopting an Investment Policy and Strategy for public investment purposes. (Staff)
7. *Approval of a Resolution by the Board of Directors of the City of Helotes Economic Development Corporations designating investment officers for investment purposes. (Staff)
8. *Approval of a Resolution by the Board of Directors of the City of Helotes Economic Development Corporation adopting a list of approved brokers / dealers for investment purposes. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. **Discussion of and action on a one (1) year extension to a Service and Office Use Agreement between the EDC and the Helotes Area Chamber of Commerce (HACC) for the provision of office space within the existing EDC corporate offices located at 12682 F.M. 1560 N., Suite 105, Helotes, Texas 78023, in exchange for an annual HACC Supporting Sponsorship Package. (Staff)**

Motion to discuss Item 9 was made by Joel Lutz, second by Kathryn Mitchell.

Motion was made by Bill Putty, second by Kathryn Mitchell to approve the Service and Office Use Agreement. Motion carried unanimously.

10. **Discussion of and action on a Google Business Photos Service Agreement between John Almaraz, owner of 360 Zone, and the EDC for a term of one (1) year for the provision of still photography and 360 virtual tour services to Helotes-area businesses. (Staff)**

Motion to discuss Item 10 was made by Joel Lutz, second by Kathryn Mitchell.

Motion was made by Bill Putty, second Kathryn Mitchell to approve the Google Business Photos Service Agreement. Motion carried unanimously.

11. **Discussion of and action on a recommendation to the City Council on the following appointments to the City of Helotes Economic Development Corporation Board of Directors; (Mayor Schoolcraft)**

Place Two, Patrick Adam	Term Expiring September 30, 2020;
Place Four, Alan Holmes	Term Expiring September 30, 2020; and
Place Six, Matthew McCrossen.	Term Expiring September 30, 2020.

Motion to discuss Item 11 was made by Bill Putty, second by Joel Lutz.

Motion was made by Kathryn Mitchell, second by Joel Lutz to include Joel Lutz's name to the list of recommended names being presented to City Council. Motion carried unanimously.

12. Discussion of and action on rescheduling and/or canceling the EDC Regular Meetings for November 21st and December 19th 2018. (Staff)

Motion to discuss Item 12 was made by Joel Lutz, second by Bill Putty.

Motion was made by Joel Lutz, second by Kathryn Mitchell to move the November meeting to the 14th. Motion carried unanimously.

13. Staff update on current and planned commercial developments within the City of Helotes.

Glenn Goolsby provided updates on current commercial developments and tenant finish-outs.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 7:32p.m.



Rick A. Schroder
Executive Director