



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, March 20, 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
Patrick Adam Matthew McCrossen

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

Absent: Kathryn Mitchell, Secretary Bill Putty
Stephanie "Stevie" Seitz

1. Call to Order.

President Wootton called the meeting to order at 7:01 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 Patrick Adam, second by Alan Holmes to approve Items 3 and 4 as written. Motion carried unanimously.

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

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

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Presentation by Armstrong, Vaughn & Associates, P.C. and Discussion of and action on the EDC FYE 2018 Annual Financial Report. (Auditor)**

Kim Roach with Armstrong, Vaughn & Associates presented the report and stated the EDC received an unmodified opinion, the best an organization can receive. She stated the EDC had a net position of \$985,044 for 2018. Ms. Roach also mention revenues fell \$28,309 short of projections and expenses were \$163,423 under projections.

Motion was made by Matthew McCrossen, second by Alan Holmes, to approve the 2018 EDC FYE 2018 Annual Financial Report. Motion carried unanimously.

6. **Presentation by the Texas Department of Transportation (TxDOT) on TxDOT's Gateway Monument Program and City Pride Signage, and discussion of and direction on the location(s), funding, design(s), and installation of gateway monument and/or city pride signage with in TxDOT rights-of-way and the City of Helotes. (Staff)**

No presentation was made.

Motion was made by Patrick Adam, second by Matthew McCrossen to adjourn into work session at 7:16 p.m.

7. **Discussion of and action on the EDC FYE 2019 Strategic Work Plan. (Staff)**

Rick Schroder reviewed plan modifications sense the last EDC Meeting.

Meeting reconvened into open session at 7:34p.m.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **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 Matthew McCrossen, second by Patrick Adam to discuss Item 8.

Motion was made by Alan Holmes, second by Patrick Adam to authorize the Executive Director to transmit the FYE 2019 Strategic Work Plan to the City Council for final review and approval. Motion carried unanimously.

9. **Staff Updates:**

- **Work completed and/or in progress since February 20, 2019;**
- **EDC website – RealMassive (property database), GISPlanning (demographic), NeonCloud (video), and Manhard Consulting (land planning);**
- **Bird's Eye View map;**

- **S.H. 16 water / sewer utility project;**
- **OTHSD pedestrian bridge project and FEMA CLOMR;**
- **Municipal Development District (MDD) creation;**
- **Helotes visitor center planning; and**
- **Current and proposed commercial developments within the City of Helotes.**

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 8:03p.m.



Rick A. Schroder
Executive Director