



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, November 18, 2020 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*                      *Kathryn Mitchell, Secretary*  
   *Stephanie "Stevie" Seitz*                      *Phyllis Jackson*  
   *John Kodosky*    *Greg Hayden*  
   *Melody Cooper*

**Staff:**                      *Marian Mendoza, Executive Director*  
   *Glenn Goolsby, Assistant Director*

**Absent:**

**1. Call to Order.**

President, Lopez called the meeting to order at 7:03 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 one signed up to speak on this item.

**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 John Kodosky, second by Greg Hayden to approve Items 3 & 4 as written. Motion carried unanimously.

**3. \*Approval of the minutes of the Regular Meeting dated September 16, 2020. (Staff)**

4. **\*Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated October 31, 2020. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. **Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten *Board of Directors*, including, but not limited to, President, Vice-President, and Secretary. (Staff)**

Motion was made by Stevie Seitz, second by John Kodosky to appoint Blain Lopez as President. Motion carried unanimously.

Motion was made by Stevie Seitz, second by Greg Hayden to appoint Kathryn Mitchell as Vice-President. Motion carried unanimously.

Motion was made by Stevie Seitz, second by Greg Hayden to appoint John Kodosky as Secretary. Motion carried unanimously.

6. **Discussion of and action on approving amendments to the EDC Policy and Procedures to include a decision tree matrix that will be utilized to evaluate projects and expenditures over \$10,000, or another expenditure amount agreed upon by the Board of Directors, to ensure unplanned projects brought to the EDC align with the current Strategic Work Plan. (Staff)**

Blain Lopez summarized previous discussions on the item.

Motion was made by Stevie Seitz, second by Greg Hayden to approve amending the EDC Policy and Procedures to include the decision matrix. Motion carried unanimously.

7. **Discussion and action on appropriation of additional FYE 2021 funds for electrical work to connect electrical meter loop, install outlets and light poles on Old Town Helotes (OTH) Pedestrian Bridge. (Staff)**

Marian Mendoza presented the need for additional electricity to place lights on the pedestrian bridge.

Motion was made by Greg Hayden, second by Stevie Seitz to approve electrical work to connect electrical meter loop, install outlets and light poles on Old Town Helotes Pedestrian Bridge not to exceed \$6,000.00. Motion carried unanimously.

**STAFF REPORT:**

8. **Update/summary on the EDC FYE 2019 Strategic Work Plan and presenting proposed FYE 2021 Strategic Work Plan for review and recommendations. (Staff)**

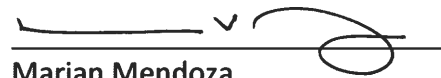
Marian Mendoza presented staffs ideas for updating the Strategic Work Plan. She will have staff coordinate a work session in January.

**9. Update on the Small Business Grant Program and Digital Billboard Advertising Program.  
(Marian Mendoza, Executive Director)**

Marian reported that 15 local businesses had met the eligibility requirement for the grant program and 13 business had applied for the billboard program.

**Adjourn the regular meeting of the EDC Board of Directors.**

President Lopez adjourned the meeting at 7:52 p.m.

A handwritten signature in black ink, consisting of a horizontal line with a small checkmark above it, followed by a large, stylized loop.

Marian Mendoza  
Executive Director