



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, October 18, 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      Melissa Benavides  
Joel Lutz

**Staff:** Glenn Goolsby, Executive Director  
Marian Mendoza, Ex-Officio

**Absent:** Melody Cooper, Secretary      Jeff Felty

**1. Call to Order.**

President Lopez called the meeting to order at 7:00 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 John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. The motion carried unanimously.

3. **\*Approval of the minutes of the Regular Meeting dated September 20, 2023.**
4. **\*Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated October 12, 2023.**

#### **COMMITTEE REPORTS:**

5. **Update from HEDC standing committees to include the following:**
  - **Executive Committee;** - No update.
  - **Finance Committee;** - John stated all September expenditures had been approved.
  - **Governance Committee;** - No update.
  - **Building Evaluation Committee** – No update.
  - **Community Enhancement Committee** – Blaine stated he is working with committee members to coordinate a meeting.

#### **ITEMS FOR INDIVIDUAL CONSIDERATION:**

6. **Discussion of and action on approving an Agreement with 360 Zone to provide Google 360 Virtual Business Tours for new and expanding businesses located within the City of Helotes.**

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

Glenn Goolsby reviewed the success from FY23 and requested continuing the program in an amount not to exceed \$8,000.00.

Motion to approve carried unanimously.

7. **Discussion of and action on utilizing EDC Marketing funds to provide temporary banners to businesses along Bandera Road impacted by road construction.**

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

Glenn Goolsby presented creating a program to provide temporary vinyl banners for businesses located along the Hwy 16 road construction to assist with visibility. He also requested allocating funds to create a social media marketing plan to further assist with promoting the business corridor.

Motion to amend was made by Greg Hayden, second by John Kodosky to approve an amount not to exceed \$5,000.00 for vinyl banners and marketing efforts. Motion to approve carried unanimously.

8. **Discussion of and action on approving RJ Fite Construction to design and build improvements to the Old Town Helotes traffic circle.**

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

Glenn Goolsby requested consideration to bypass the HEDC Purchasing Policy in an effort to expedite improvements to the traffic circle.

Motion to amend was made by Joel Lutz, second by Melissa Benavides to bypass the HEDC Purchasing Policy and allow Blaine Lopez and John Kodosky to negotiate an agreement with RJ Fite Construction in an amount not to exceed \$35,000.00. Motion to approve carried unanimously.

**9. Discussion of and action on allocating funding for new playground equipment for the City of Helotes Municipal Park.**

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

Glenn Goolsby presented two playground options and requested the board identify an amount not to exceed in order to reimburse the City after installation. Joel Lutz requested consideration of a reimbursement an amount not to exceed \$25,000.00 to the City of Helotes for playground equipment at the Helotes Municipal Park.

Motion to amend was made by John Kodosky, second by Greg Hayden to reimburse the City of Helotes for playground equipment in an amount not to exceed \$25,000.00. Motion to approve carried unanimously.

**STAFF REPORT:**

**10. Update on HEDC projects to include the following:**

- Visitor and Business Center;
- Old Town Signage; and
- Arts Grant.

Mr. Goolsby updated the board on the status of the visitor center and Old Town Helotes billboard sign. He stated the sign contractor was evaluating installation options for the approved design.

President Lopez adjourned the meeting at 7:49 p.m.

  
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**Glenn Goolsby**  
Executive Director