



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, March 20, 2024 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  
Jeff Felty      Melissa Benavides  
Austin Lane

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

**Absent:** Joel Lutz, Secretary      Greg Hayden

**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 John Kodosky, second by Melissa Benavides to approve Items 3 and 4 as written. The motion carried unanimously.

**3. Approval of the Work Session and Regular Meeting Minutes dated February 21, 2024.**

**4. Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated March 14, 2024.**

## **COMMITTEE REPORTS:**

### **5. Update from HEDC standing committees to include the following:**

- **Executive Committee;** - No update.
- **Finance Committee;** - John stated all expenditures had been reviewed and approved.
- **Governance Committee;** - No update.
- **Building Evaluation Committee** – No update.
- **Community Enhancement Committee** – Mr. Goolsby stated the RFQ had been reviewed by the City Attorney and would be posted shortly.

## **ITEMS FOR INDIVIDUAL CONSIDERATION:**

### **6. Presentation by Armstrong, Vaughan, & Associates, P.C. and discussion of and action on the Fiscal Year Ending (FYE) 2023 Comprehensive Annual Financial Report (CAFR) for the City of Helotes Economic Development Corporation. (Armstrong, Vaughan, & Associates, P.C., City Auditor)**

Presenting on this item was Kim Roach, with Armstrong, Vaughan, & Associates, P.C. who have issued an unmodified opinion regarding the FYE 2023 CAFR. Ms. Roach stated the HEDC had \$3.69 million in cash and investments with a total fund balance of \$3.82 million.

Motion was made by John Kodosky, second by Melissa Benavides, to discuss and act on the item as written. Motion to approve carried unanimously.

### **7. Discussion of and action on adopting the FYE 2025 Strategic Work Plan.**

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

Glenn Goolsby, HEDC Executive Director reviewed the changes as suggested during the last Work Shop held on February 21, 2024.

Motion to approve carried unanimously.

### **8. Discussion of and action on approval of funding for multiple marketing campaigns with ESD & Associates.**

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

Speaking on this item was Ping-Jun “Judy” Tsai from ESD & Associates. She presented four options including a road construction tool kit for area businesses, visit Helotes marketing, where is Corny campaign, and a local favorites feature.

Motion to approve carried unanimously.

### **9. Discussion of and action on authorizing the Building Evaluation Committee to make procurement decisions related to furniture and fixtures for the Helotes Visitor and Business Center.**

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

Mr. Goolsby requested approval be granted to the Building Evaluation Committee to make financial decisions related to the procurement of office furniture.

Motion to approve carried unanimously.

**10. Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Gift Card Give Back initiative for 2024.**

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

Speaking on this item was Horatio Neely, Treasurer for the Helotes Area Chamber of Commerce. He was requesting the HEDC consider supporting the 2024 Gift Card Give Back in the amount of \$10,000 with the Chamber matching those funds.

Motion to amend the sponsorship to \$15,000 was made by Jeff Felty, second by Melissa Benavides. The motion carried 4-eyes and 1-abstain: Austin Lane.

**11. Discussion of and action on revising the 5 ad hoc committee appointments.**

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

Executive Committee: Blaine, John, and Joel  
Finance Committee: John, Joel, and Austin  
Governance Committee: Greg, Austin, and Melissa  
Building Committee: Greg, Jeff, and Joel  
Community Committee: Blain, Jeff, and Greg

Motion to approve the revisions as discussed carried unanimously.

**STAFF REPORT:**

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

- **Helotes Visitor and Business Center.**

Mr. Goolsby reported during the last City Council meeting that additional funding had been approved for the interior renovation for up to \$300,000.

President Lopez adjourned the meeting at 8:05 p.m.

  
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Glenn Goolsby  
Executive Director