



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, January 19, 2022 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  
Melody Cooper, Secretary      Greg Hayden  
Melissa Benavides      Joel Lutz  
Jeff Felty

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

**Absent:**

**1. Call to Order.**

President Lopez called the meeting to order at 7:10 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 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 and 4 as written. Motion carried unanimously.

**3. \*Approval of the minutes of the Regular Meeting dated December 15, 2021. (Staff)**

4. **\*Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated January 13, 2022. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Retailer and Commercial Tenant Improvement Incentive Program. (Staff)**

Motion to discuss made by John Kodosky, second by Greg Hayden. Motion carried unanimously.

Mr. Goolsby reviewed the program eligibility and reimbursement requirements.

Motion to approve the Retailer and Commercial Tenant Improvement Incentive Program as written made by Greg Hayden, second by Jeff Felty. Motion carried 6 – ayes, John Kodosky – recused.

6. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation authorizing the Community Arts Grant Program. (Staff)**

Motion to discuss made by Joel Lutz, second by Melissa Benavides. Motion carried unanimously.

Mr. Goolsby reviewed the program parameters and suggested the Community Arts Grant Committee include representatives from the HEDC, City Council, Planning and Zoning, and Historical Society. Melody Cooper suggested adding a professional artist as well.

Motion to approve the Community Arts Grant Program as written made by Joel Lutz, second by Melissa Benavides. Motion carried unanimously.

7. **Discussion of and action on sponsoring the Helotes Festival Association Cornyval Festival and PCRA Rodeo being held April 28-May 1, 2022. (Staff)**

Motion to discuss was made by John Kodosky, second by Greg Hayden. Motion carried unanimously.

Mr. Goolsby presented several options available for sponsorship. The Board directed staff to include a 30 second sponsorship announcement each night of the rodeo, park bench signage, arena banner, and corporation logo on website in the sponsorship benefit package.

Motion was made by Jeff Felty, second by John Kodosky to approve an expenditure of \$3,500 to include a 30 second sponsorship announcement each night of the rodeo, park bench signage, arena banner, and corporation logo on website in the sponsorship benefit package. Motion carried unanimously.

8. **Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Business Awards Dinner being held March 26, 2022. (Staff)**

Mr. Goolsby stated the HEDC had sponsored this event several times and that it not only shows support for the local businesses, but could be an opportunity for members to network.

Motion made by Greg Hayden, second by Melissa Benavides to approve the Golden Nugget Sponsorship. Motion carried 6-ayes, Joel Lutz – abstained

9. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation (HEDC) Bylaws by revising Article Three Officers and Corporate Officials, adding a new Section 3.6 Ex Officio Representative of the Board and Section 3.7 Executive Director, removing the City Administrator as Executive Director. (Staff)**

Motion to discuss made by Joel Lutz, second by Greg Hayden. Motion carried unanimously.

Marian presented the changes outlined by staff with direction from the board and legal counsel.

Motion to made by Joel Lutz, second by Jeff Felty to approve the item as written. Motion carried unanimously.

10. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation Article of Incorporation Article Ten Board of Directors Section (d) removing the language appointing the City Administrator as Executive Director. (Staff)**

Motion made by Jeff Felty, second by John Kodosky to discuss and take action on the item as written. Motion to approve carried unanimously.

President Lopez, after reading the following section, adjourned into closed session at 8:11 p.m.

**CLOSED SESSION:**

11. **Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property and § 551.074 Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**

- **§551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.**
- **§ 551.074 *Personnel Matters* – To discuss the qualifications of candidate for the position of Executive Director.**

President Lopez reconvened the meeting at 9:23 p.m. and announced that no action had been taken during the closed session.

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

President Lopez adjourned the meeting at 9:25 p.m.

  
Marian Mendoza Executive Director