



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, April 20, 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	Marian Mendoza, Ex-Officio

Staff:

Glenn Goolsby, Interim Executive Director
Frank Garza, EDC Attorney

Absent:

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 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 March 16, 2022. (Staff)

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

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion and action on contracting with YOLO Texas to film an episode highlighting Helotes to Shop, Dine, and Play.**

Motion was made by John Kodosky, second by Greg Hayden to discuss and take action on the item as written. Motion carried unanimously.

Glenn Goolsby presented how other Cities, EDC's., and CVB's utilize the show to promote the area for tourism. He stated each reference he called highly recommended the production company.

Motion was made by John Kodosky, second by Melissa Benavides to contract with YOLO in an amount not to exceed \$18,800 and request the City split the fee utilizing the Hotel Occupancy Tax. Motion carried unanimously.

6. **Discussion and action on approval of a contract with Ardurra to complete a LOMR for the Helotes Pedestrian Bridge.**

Marian Mendoza reviewed past work completed and the need to finalize the LOMR on the Helotes Pedestrian Bridge.

Motion was made by Joel Lutz, second by Melody Cooper to discuss and take action on the item as written. Motion carried unanimously.

Blaine Lopez explained the potential for future liability if the LOMR was not finalized.

Motion was made by Jeff Felty, second by John Kodosky to approve contracting with Ardurra for the LOMR in amount not to exceed \$24,000. Motion carried unanimously.

MAYOR'S REPORT:

7. **Update from city council representative regarding:**
- **EDC Board and City Council roles**

Mayor Whitehead stated City Council had met during a work session to review HEDC goals and expectations moving forward. One area of concern was development of the extraterritorial jurisdiction "ETJ" around Helotes. There was a consensus from Council to not exert efforts to extend the city limits. He also mentioned Council will be evaluating the Board's performance related to development of new businesses, expansion of existing businesses, and daily operations. The Board of Directors requested a copy of the report for review. The Mayor agreed to email one.

President Lopez convened into closed session at 7:53 p.m. after reading the following statement.

CLOSED SESSION:

8. **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 8:36 p.m. and announced that no action had been taken during the closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Approval of a Resolution of the Helotes Economic Development Corporation (EDC) authorizing budget amendment pertaining to the adopted Fiscal Year Ending (FYE) 2022 Budget. (Staff)**

Motion was made by Jeff Felty, second by Greg Hayden to amend the budget by \$1,604 for salaries and personal expenditures. Motion carried unanimously.

- 10. Discussion and action on approval of a Resolution of the Helotes Economic Development Corporation establishing HEDC ad hoc committees.**

Motion was made by Melody Cooper, second by John Kodosky to discuss and take action on the item as written. Motion carried unanimously.

After reviewing each committee, the board recommended adding responsibilities for an executive job search to the Executive Committee, and the establishment of finance policies and procedures to the Finance Committee. The EDC Attorney suggested adding “The committees along with guidance from the Executive Director will be responsible for the following:” language to each committee.

Motion was made by Melody Cooper, second by Jeff Felty to amend the motion to include edits as discussed. Motion carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 9:01 p.m.



Glenn Goolsby
Interim Executive Director