



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, September 15, 2021 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: John Kodosky, Secretary Blaine Lopez, President (arrived at 7:18 p.m.)
Melody Cooper Joel Lutz
Greg Hayden Jeff Felty

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

Absent: Melissa Benavides

1. Call to Order.

Secretary Kodosky called the meeting to order at 7:07 p.m.

PUBLIC HEARING:

- 2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2021. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. EDC FYE 2022 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use Planning; Marketing; Special Event Marketing; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Parking Lot Lease Agmt.; Land Acquisition; Ch. 380 Economic Development Agmt. Reimbursements; Google 360 Tours; E-Commerce Accelerator Grant; Business Improvement Grant; Tenant Improvement Grant; Visitor & Tourism Center; Pedestrian Bridge Capital Improvements.**

Secretary Kodosky opened the Public Hearing at 7:07 p.m., with no citizens signed up to speak the hearing was closed at 7:08 p.m.

OPEN SESSION:

3. 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. 4 – 10):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Greg Hayden, second by Melody Cooper to approve Items 4 thru 10 as written. Motion carried unanimously.

4. Approval of the minutes of the Regular Meeting dated August 18, 2021. (Staff)
5. Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated September 9, 2021. (Staff)
6. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Agreement for Management Services between the City of Helotes and the EDC; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
7. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Investment Policy and Strategy for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
8. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) designating Investment Officers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
9. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a list of approved brokers / dealers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
10. Approval of a Resolution of the Helotes Economic Development Corporation (EDC) authorizing certain budget amendments pertaining to the adopted Fiscal Year Ending (FYE) 2021 Budget. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving appropriations for the Fiscal Year Ending (FYE) 2022 Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2022. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations* and authorizing the Executive Director to take

all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

Motion was made by Joel Lutz, second by Greg Hayden to discuss and take action on the item.

Mr. Lutz asked for clarification on reimbursement of city event expenses and requested change it from an expense reimbursement to an event sponsorship. There was consensus to make this amendment.

Motion was made by Joel Lutz, second by Jeff Felty to sponsor City events in the amount of \$50,000. Motion carried unanimously.

Motion was made by Jeff Felty, second by Greg Hayden to add \$25,000 to Capital Improvements. Motion carried unanimously.

Motion was made by Greg Hayden, second by Joel Lutz to approve the FYE 2022 Budget as amended. Motion carried unanimously.

12. 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 Joel Lutz, second Greg Hayden to discuss and take action on the item.

Nomination was made to elect Blaine Lopez as President, John Kodosky as Vice President, and Melody Cooper as Secretary.

Motion was made by Joel Lutz, second by Greg Hayden to approve the election of officers as discussed. Motion carried unanimously.

STAFF REPORT:

13. Update on the E-Commerce Accelerator Grant Program and Google 360 Virtual Business Tours. (Glenn Goolsby, Assistant Director)

Glenn Goolsby stated 5 businesses had applied for the e-commerce grant. He also mentioned that 22 businesses had received the Google 360 Virtual Business Tour.

MAYOR'S REPORT:

14. Update on the following by Mayor Richard Whitehead:

- **EDC Board and City Council roles**
- **Collaboration with other agencies to support local businesses**
- **Fiscal Responsibilities**

Mayor Whitehead addressed the board of directors and expressed his intent to work with the EDC to make Helotes a better place. He asked the board to consider what the EDC needs to operate and to consider new ideas moving forward to generate a return on investment.

CLOSED SESSION:

15. **Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property*. 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.**

The board did not convene into closed session.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:14 p.m.


Marian Mendoza Executive Director