

MINUTES
REGULAR MEETING
HELOTES ECONOMIC DEVELOPMENT CORPORATION (HEDC)
BOARD OF DIRECTORS
January 15, 2025

The City of Helotes Economic Development Corporation (HEDC) Board of Directors met for a regular meeting on Wednesday, January 15, 2025, at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Blaine Lopez, President
 Jeff Felty, Vice President
 Jen Sones
 Austin Lane
 Sabrina McGowan
 Gregory Hayden

Absent: Joel Lutz, Secretary

Staff Present: Henry L. Hayes, Jr., City Administrator
 Michael Gallardo, DS Coordinator

1. Call to Order.

President Lopez called the meeting to order at 7:01 p.m.

OPEN SESSION:

2. Citizens to be Heard.

Ashley Castillo spoke about Soraya Sports Complex, a proposed development located off Leslie Road, adjacent to the Helotes Festival Grounds/Tractor Supply.

CONSENT AGENDA: All items marked with an asterisk (*) on the consent agenda were voted on by one motion. Motion was made by Director Felty, second by Director Hayden, to approve Items 3 on the Consent Agenda. Motion to approve carried unanimously by those present.

3.* Approval of the HEDC (FYE) 2025 Revenue and Expense Report. (Staff)

COMMITTEE REPORTS:

4. Update from HEDC standing committees to include the following:

- **Executive Committee** – No updates.

- **Finance Committee** – No updates.
- **Governance Committee** – No updates.
- **Building Evaluation Committee** – President Lopez reported the Helotes Business & Visitor Center is up and running. The Visitor Center project is coming to an end, which means this committee will be dissolving soon.
- **Community Enhancement Committee** – No updates.

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on approval of an application made by Flower Eye Care, PLLC to qualify for a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program. (Applicant)

Motion was made by Director McGowan to postpone this item indefinitely until the Board has complete information. A key piece missing from the item packet is a Performance Agreement required under Chapter 501 of the Texas Local Government Code. A Performance Agreement outlines a schedule of additional payroll jobs, capital investment made by the business, and terms for repayment if the business fails to meet the performance requirements specified in the Agreement. Rather than a lump sum, payment of the grant would be divided into two or three parts, depending on the performance goals. Examples of performance goals might be the number of employees hired by specific dates or the amount of sales tax achieved over a certain period. Second by Director Lane.

Discussion included to be compliant with Texas Local Government Code, any amount of money that an EDC gives to a business must have a Performance Agreement. The Agreement terms vary from grant to grant. The Board acknowledged that a Performance Agreement is required and that the document would be created internally (through legal), with the hope of revisiting this application in February.

Motion to postpone this item indefinitely carried unanimously by those present.

6. Discussion of and action on approval of an application made by Ranch Roots Market, LLC to qualify for a grant reimbursement request under the E-Commerce Accelerator Incentive Program. (Applicant)

Motion was made by Director McGowan to postpone this item indefinitely until a Performance Agreement is created. The goal would be to revisit this application in February. Second by Director Sones.

Discussion included that all grant guidance needs to be clear and that a process needs to be established for the future Executive Director to follow.

Motion to postpone this item indefinitely carried unanimously by those present.

7. **Discussion, direction, and possible action on creating a temporary Policies and Procedures Subcommittee or assigning a Director to develop a HEDC Board of Directors Handbook and HEDC Board Membership Application; establishing the temporary subcommittee, if created, would be disbanded upon completion of the assigned tasks. (Directors McGowan and Sones)**

Motion was made by Director Sones, second by Director McGowan, to discuss and act on this item as written.

Director Sones explained when elected to the City Council, one of the first things she received was a *City of Helotes Handbook for the Mayor and City Council*, which provides guidance. The HEDC Board does not have a similar document, and one is needed. Director McGowan added that sample EDC handbooks were obtained, including the City of Schertz EDC Handbook. As the handbook is being built, the Membership Application will also be revised.

The Board supported the idea of a temporary subcommittee to create the skeleton of a handbook and then hold a work session for review and input.

Amended motion made by Director Sones to establish a temporary subcommittee composed of Director Sones, Director McGowan, and President Lopez to create an HEDC Board of Directors Handbook and HEDC Board Membership Application. Second by Director McGowan

There being no other comments, President Lopez read the caption below and adjourned into closed session at 8:04 p.m.

CLOSED SESSION:

8. **Closed Session in accordance with Texas Government Code §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:**

- **§551.074 *Personnel Matters* to discuss reassignment, duties of City of Helotes employees for taking on temporary additional responsibilities until the position of City of Helotes Economic Development Corporation (HEDC) Executive Director is filled.**

President Lopez convened the meeting into open session at 8:26 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Discussion of and action on matters discussed in Closed Session relating to the reassignment duties of City of Helotes employees for taking on temporary additional responsibilities until the position of City of Helotes Economic Development Corporation (HEDC) Executive Director is filled; and that the said reassignment terms shall require approval by the City Administrator. (Board of Directors)**

Motion was made by Director Felty to reimburse the City for the temporary reassignment of HEDC duties to City employees for up to 100 hours per month, at a rate of \$35.00 per hour, until a permanent HEDC Executive Director is found and the transition period has been completed. Second by Director Hayden.

Motion to approve carried unanimously by those present.

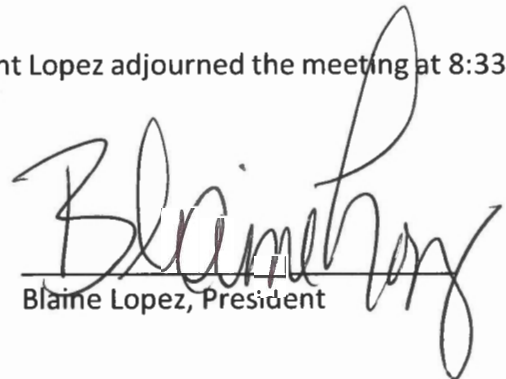
STAFF REPORT:

- 10. Update on job announcement for the position of City of Helotes Economic Development Corporation (HEDC) Executive Director. (Staff)**

City Administrator Hayes reported nineteen applications were received, and five candidates have been interviewed. Final rounds will take place next, and the hope is to land the perfect candidate for the HEDC Executive Director position.

Adjourn.

With no more business to come before the Board, President Lopez adjourned the meeting at 8:33 p.m.



Blaine Lopez, President

ATTEST:



Celina Perez, City Secretary