

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Meeting**  
November 17, 2021 – 8:30 A.M.  
300 Country Club Road, Building #100  
Wylie, TX 75098

**CALL TO ORDER**

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*Announce the presence of a Quorum*

President Demond Dawkins called the meeting to order at 8:34 a.m. Board Members present were Melisa Whitehead, Gino Mulliqi, Tim Gilchrist, and Blake Brininstool.

Ex-Officio Members Mayor Matthew Porter and Interim City Manager Brent Parker were present.

WEDC staff present included Executive Director Jason Greiner, BRE Director Angel Wygant, and Senior Assistant Rachael Hermes.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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Mayor Porter gave the invocation and Gino Mulliqi led the Pledge of Allegiance.

**COMMENTS ON NON-AGENDA ITEMS**

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With no citizen participation, President Dawkins moved to Consent Agenda.

**CONSENT AGENDA**

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*All matters listed under the Consent Agenda are considered to be routine by the WEDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. Consider and act upon approval of Minutes from the October 20, 2021 Regular Meeting, November 8, 2021 Special Called Meeting, and November 12, 2021 Special Called Meeting of the WEDC Board of Directors.**
- B. Consider and act upon approval of the October 2021 WEDC Treasurer's Report.**

**Board Action**

A motion was made by Melisa Whitehead, seconded by Blake Brininstool, to approve the Consent Agenda as presented. A vote was taken, and the motion passed 5-0.

**REGULAR AGENDA**

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President Dawkins moved to consideration of Items 2-5 prior to consideration of Item 1.

- 2. Consider and act upon the award of bid for the F.M. 544 waterline extension to CalHar Construction, Inc. in the amount of \$209,959 and further authorize the Executive Director to execute any and all necessary documents.**

**Staff Comments**

Staff reviewed the overall scope of the waterline extension project. Staff noted that this item was included in the previous fiscal year budget but would need to be considered for inclusion within an amended budget for FY 21-22.

**Board Action**

A motion was made by Gino Mulliqi, seconded by Tim Gilchrist, to award bid to CalHar Construction, Inc. in the amount of \$209,959, and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 5-0.

- 3. Consider and act upon issues surrounding the disposition of WEDC property located at 103 S. Ballard.**

**Staff Comments**

Staff discussed the purchase of the property at 103 S. Ballard and the Board's direction to seek demolition options for the structure at this location. Staff noted that the sheet metal roofing on the structure had to be secured during recent high winds in the interest of public safety. Options were presented to either wreck & abate the property or to selectively demolish and abate the structure. Mayor Porter discussed the need to provide information to the public as it relates to this demolition so that there is an understanding regarding the safety concerns and overall condition of this property. Staff noted that there would be coordination with the Public Information Office to ensure that a press release is provided. Staff reviewed the overall scope of the demolition project and noted that additional costs for asbestos remediation and monitoring/containment are not included in the bid.

**Board Action**

A motion was made by Tim Gilchrist, seconded by Blake Brininstool, to award a contract to Intercon Demolition in the amount of \$43,500 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 5-0.

- 4. Consider and act upon issues surrounding the disposition of WEDC property located at 410 E. Brown and 502 E. Brown.**

**Staff Comments**

Staff reviewed the purchase of property at 410 E. Brown and 502 E. Brown, noting that both properties have been vacated. Staff discussed the process of obtaining separate quotes for both demolition and tree removal at Hwy 78 & Brown, with the cost-saving opportunity to mobilize for both at the same time. Quotes were presented to the Board for their review. Staff noted that this item would need to be considered for inclusion within an amended budget for FY 21-22.

**Board Action**

A motion was made by Blake Brininstool, seconded by Gino Mulliqi, to award a contract to Eubanks Sand & Gravel in the amount of \$12,500 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 5-0.

- 5. Consider and act upon issues surrounding the disposition of WEDC property located at 401 N. Keefer.**

**Staff Comments**

Staff discussed the purchase of property at 401 N. Keefer and provided demolition quotes to the Board for their review.

**Board Action**

A motion was made by Tim Gilchrist, seconded by Melisa Whitehead, to award a contract to Eubanks Sand & Gravel in the amount of \$8,500 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 5-0.

**President Dawkins moved back to Item 1.**

**1. Consider and act upon FY 2021-2022 Budget Amendments.**

**Staff Comments**

Staff discussed the need to carry forward some of the projects that were anticipated expenses in FY 20-21 but would fall within FY 21-22. Staff discussed the process of projecting the debt service for FY 21-22 while in the process of securing the loan with Government Capital. In sum, the WEDC amendments will adjust for items that were either anticipated to occur in FY 20-21 but were delayed or need to be amended following receipt of loan proceeds and subsequent real estate transactions from the Series 2021 Note. Additionally, staff noted that the projects just approved by the Board via Items 2-5 will be accounted for within the budget amendment. The budget amendments will go before City Council for approval on December 14, 2021.

**Board Action**

A motion was made by Gino Mulliqi, seconded by Melisa Whitehead, to approve the FY 2021-2022 Budget Amendments. A vote was taken, and the motion passed 5-0.

**DISCUSSION ITEMS**

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**DS1. Discussion regarding ICSC- Here, We Go. 2021.**

Staff discussed the upcoming ICSC conference that will take place December 5-7 in Las Vegas, NV. The schedule for the event has been released and there will be classes available in addition to scheduled meetings. Staff noted that additional information would be provided at the November 29<sup>th</sup> Board Meeting in preparation for the event.

In discussion regarding ICSC participation, Board Member Whitehead expressed her concern and desire that Board Members also make themselves readily available for local events and training. Board Member Whitehead inquired about the expectations from her peers while attending events. Mayor Porter discussed the expectation of professionalism and participation while representing the City of Wylie. President Dawkins discussed opportunities that have presented themselves while participating in networking events at conferences and the need to plan meetings in order to be proactive with developing strategy. Board Member Whitehead discussed the opportunity for branding and her expectation that Board Members attend the full event, participate in networking opportunities, provide focused attention and are engaged in being proactive about perception. Board Members reinforced their full intent on participating in such conferences to properly represent the City of Wylie. Staff discussed the scope of events and opportunities available during ICSC. President Dawkins suggested that specific participation be discussed further once the ICSC schedule has been created for the Board.

**DS2. Discussion regarding the establishment of protocols/standards for notification and exchange of documents for Temporary Access Agreements with WEDC.**

Staff noted that this Item was added at the request of Board Member Whitehead. Staff discussed TML insurance and the opportunity to meet with a TML representative or the City of Wylie Purchasing Manager if necessary. Board Member Whitehead discussed her concern that previous requirements to obtain a Temporary Access Agreement were not fully met. Board Member Mulliqi discussed his preference to maintain flexibility based on use. Mayor Porter discussed the option to provide a checklist when applying for the Agreement that would provide a set process for requirements specifically based on the individual request. Board Member Whitehead and Board Member Brininstool discussed appropriate guidelines and the use of umbrella policies versus event policies. Mayor Porter discussed

the option to create a subcommittee to review this policy. Board Member Gilchrist discussed his desire for structure as well as maintaining a positive perception with the public. Board Member Mulliqi discussed the social component and his preference for the option to make adjustments to policy as needed. Interim City Manager Brent Parker discussed his experience with special events and highlighted the complications that come with insurance requirements, as well as the need to be prepared to either enforce requirements or be willing to be flexible. Board Member Whitehead discussed the need to protect the financial interests of the organization for the benefit of the taxpayers. President Dawkins discussed the need to be consistent with the approval of Temporary Access Agreements and recommended revisiting this discussion at the upcoming Work Session.

**DS3. Discussion regarding the Purchase and Sale Agreement between the WEDC and Hanalei Texas, LLC.**

Staff noted that there are currently no lease updates available for this Item and more information will be provided at the upcoming Work Session and/or the December meeting.

**DS4. Staff report: WEDC Property Update, Downtown Parking, WEDC Office/Insurance Claim, Engineering Report, Upcoming Events, New Board Member Handbook, WEDC Work Session and Board Tour, and WEDC Activities/Programs.**

Staff highlighted the October sales tax, noting that revenues are up almost 31% and the projected ending sales tax number is up nearly 19%. The GDA/Mintrex Performance Agreement will need to be reviewed at the next meeting to consider either an extension or expiration due to flood plain issues impacting the performance agreement deadlines. Staff will also prepare information to potentially address flood plain issues at Steel/Hooper and Alanis. Staff discussed the technology of live-streaming and President Dawkins recommended adding a discussion item at the upcoming work session to review a breakdown of the cost of equipment for the WEDC Conference Room versus conducting meetings at City Hall. Staff reviewed Manufacturing Day events, including the Legacy Manufacturing Award presented to Greg Lutz, and the opportunities that were created for students to tour local manufacturers and local industry. Staff discussed attendance at the Site Selectors Guild in Dallas and noted the emphasis on supply chain logistics and industrial development. Staff referenced articles of interest and the implementation of the Discover Wylie 2021 Holiday Gift Guide.

**EXECUTIVE SESSION**

Recessed into Closed Session at 9:58 a.m. in compliance with Section 551.001, et. seq. Texas Government Code, to wit:

**Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.**

**ES1. Consider the sale or acquisition of properties located at Brown/Eubanks, FM 544/Cooper, Jackson/Oak, State Hwy 78/Ballard, and State Hwy 78/Brown.**

**Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING.**

**ES2. Deliberation regarding commercial or financial information that the WEDC has received from a business prospect and to discuss the offer of incentives for Projects: 2017-10a, 2020-11b, 2021-4a, 2021-6a, 2021-6c, 2021-8a, 2021-8b, 2021-9e, and 2021-9g.**

**RECONVENE INTO OPEN SESSION**

*Take any action as a result of the Executive Session.*

President Demond Dawkins reconvened into Open Session at 10:41 a.m.

**FUTURE AGENDA ITEMS**

There were no Items requested for inclusion on future agendas.

**ADJOURNMENT**

With no further business, President Dawkins adjourned the WEDC Board meeting at 10:41 a.m.

**ATTEST:**

  
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**Jason Greiner, Executive Director**

  
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**Melisa Whitehead, Vice-President**