

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Meeting**  
October 18, 2023 – 7:30 A.M.  
WEDC Offices – Conference Room  
250 S Hwy 78 – Wylie, TX 75098

**CALL TO ORDER**

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*Announce the presence of a Quorum*

President Melisa Whitehead called the meeting to order at 7:31 a.m. Board Members present were Blake Brininstool, Aaron Jameson, and Whitney McDougall.

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

WEDC staff present included Executive Director Jason Greiner, BRE Director Angel Wygant, Senior Assistant Rachael Hermes, Administrative Assistant Marissa Butts, and Marketing & Communications Coordinator Will Kelly.

Additionally, two representatives from Kimley-Horn, Brittany Rouse and Joe Helmberger, were present.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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Angel Wygant gave the invocation and President Whitehead led the Pledge of Allegiance.

**COMMENTS ON NON-AGENDA ITEMS**

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With no citizen participation, President Whitehead 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 September 20, 2023, Regular Meeting of the WEDC Board of Directors.**
- B. **Consider and act upon approval of the September 2023 WEDC Treasurer's Report.**
- C. **Consider and act upon a Performance Agreement between the Wylie EDC and Sanden International (U.S.A.), Inc. in an amount not to exceed \$500,000.**

**Board Action**

A motion was made by Aaron Jameson, seconded by Blake Brininstool, to approve the Consent Agenda as presented. A vote was taken, and the motion passed 4-0.

President Whitehead moved to Discussion Item 2, with Regular Agenda Items to follow.

**DISCUSSION ITEMS**

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**DS2. Discussion regarding Engineering Updates.**

**Staff Comments**

Kimley-Horn representatives, Brittany Rouse, and Joe Helmberger provided Engineering Updates listed in the Staff Report and referred the Board to exhibits provided. Staff and Kimley-Horn discussed considering a grade crossing at Sanden while moving forward with the process of the FM 544 Corridor project. Regarding the Hooper/Steel/Regency Business Park Drainage Study, staff confirmed that this project is of lower priority as compared to the extensive other projects that the City of Wylie and the WEDC currently have underway. The drainage study's purpose is to provide a strategy to unlock the potential of the property, but the project is currently in the data collection phase and there is not an engineering solution yet. Kimley-Horn discussed initial studies/concepts for long-term downtown parking plans.

**DS3. Staff report: WEDC Property Update, Temporary Access Agreements, Downtown Parking, Engineering Report, Upcoming Events, and WEDC Activities/Programs.**

**Staff Comments**

Staff referred the Board to the Agenda Report provided in the packet for all updates related to the WEDC Property Update, Temporary Access Agreements, Downtown Parking, Engineering Report, BRE Updates, Upcoming Events, and WEDC Activities/Programs. Regarding property management, Staff received notice that the tenants at 104 S Ballard will vacate by the end of October, earlier than the required December 31, 2023, vacate date. All tenants who received notices were contacted to confirm that the WEDC is still moving forward as previously presented and to see if any assistance is needed. Staff have continued their efforts to work with these businesses to find new locations, if possible. Regarding upcoming events, staff noted that the Entrepreneur Expo will be postponed until Spring 2024 to ensure the event brings the most value to attendees and speakers. Staff discussed upcoming bid submittals for construction at Hwy 78 & Brown, with the potential for a Special Called Board Meeting scheduled for the next week to act on the item.

President Whitehead moved to consider Regular Agenda Items.

**REGULAR AGENDA**

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- 1. Consider and act upon issues surrounding the Election of Officers for the WEDC Board of Directors for 2023-2024.**

**Staff Comments**

With the recent approval of the Second Amended and Restated Bylaws, the Vice President serves a term of one year and succeeds to the office of President on the expiration of the term of office of the Vice President. The then-current President will cease to be President and continue as a member of the Board in the role of Immediate Past President. The Board will then elect a new Vice President among its Members who will be in rotation to be President in 12 months. The Secretary and Treasurer will then be nominated amongst the Board. The Board discussed expectations for the seat of President and Vice President to include flexibility with their time, availability for signatures and meetings with Council, and overall engagement in the activities of WEDC. Members of the Board discussed their interest to serve as either Vice President, Secretary, or Treasurer.

**Board Action**

A motion was made by Blake Brininstool, seconded by Whitney McDougall, to elect Aaron Jameson as Vice President, Whitney McDougall as Secretary, and Blake Brininstool as Treasurer for 2023-2024. A vote was taken, and the motion passed 4-0.

2. **Consider and act upon the establishment of a Regular Meeting Date and Time for the WEDC Board of Directors for 2023-2024.**

**Staff Comments**

The Board discussed continuing to hold the WEDC Board Meetings on the third Wednesday of each month at 7:30 a.m.

**Board Action**

A motion was made by Blake Brininstool, seconded by Aaron Jameson, to keep the current monthly WEDC Board Meeting set for the third Wednesday of each month at 7:30 a.m. A vote was taken, and the motion passed 4-0.

3. **Consider and act upon construction services at Hwy 78 & Brown.**

**Staff Comments**

Staff recommended tabling this item and possibly scheduling a Special Called Meeting once the bids for concrete work associated with TxDOT improvements have been received.

**Board Action**

A motion was made by Aaron Jameson, seconded by Blake Brininstool, to table this item. A vote was taken, and the motion passed 4-0.

President Whitehead then moved back to consider Discussion Item 1.

**DISCUSSION ITEMS**

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**DS1. Discussion regarding WEDC Board Retreat.**

**Staff Comments**

Staff reminded the Board that November 6<sup>th</sup> was selected for the upcoming Board Retreat and inquired if there were any discussions that the Board wanted to include. Current items of discussion include the Board Member handbook, driving tour, and discussions related to strategy with Aaron Farmer of Retail Coach.

**EXECUTIVE SESSION**

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Recessed into Closed Session at 8:37 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 Ballard/Brown, Brown/Eubanks, FM 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Ballard, State Hwy 78/Brown, and State Hwy 78/Skyview.**

**Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING.**

**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: 2013-9a, 2021-2d, 2021-5a, 2021-6c, 2021-9b, 2021-11b, 2022-1b, 2022-1c, 2022-7b, 2022-9a, 2022-10c, 2023-1a, 2023-1c, 2023-2b, 2023-2d, 2023-3b, 2023-5b, 2023-6b, 2023-6c, 2023-6d, 2023-8a, 2023-8b, 2023-8c, 2023-9a, 2023-9b, 2023-9c, 2023-9d, 2023-10a, and 2023-10b.**

**RECONVENE INTO OPEN SESSION**

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

President Whitehead reconvened into Open Session at 9:16 a.m.

The Board announced the promotion of Rachael Hermes to Assistant Director and commented on their appreciation for the work that she does for Wylie EDC.

**FUTURE AGENDA ITEMS**


There were no Items requested for inclusion on future agendas.

**ADJOURNMENT**

With no further business, President Whitehead adjourned the WEDC Board meeting at 9:17 a.m.

  
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**Melisa Whitehead, President**

**ATTEST:**

  
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**Jason Greiner, Executive Director**