

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Meeting**  
February 17, 2022 – 8:30 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 Demond Dawkins called the meeting to order at 8:36 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.

Kimley-Horn & Associates, Inc. representatives Joe Helmberger, Carolyn Cox, and Brittany Shake attended to provide information to the Board.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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Angel Wygant gave the invocation and 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 January 19, 2022 Regular Meeting of the WEDC Board of Directors.**
- B. **Consider and act upon approval of the January 2022 WEDC Treasurer's Report.**

**Board Action**

A motion was made by Gino Mulliqi, seconded by Tim Gilchrist, to approve the Consent Agenda as presented. A vote was taken, and the motion passed 5-0.

**REGULAR AGENDA**

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- 1. **Consider and act upon a First Amendment to the Purchase and Sale Agreement between the WEDC and McClure Partners Construction Company.**

**Staff Comments**

Staff recommended a motion to Table.

**Board Action**

A motion was made by Melisa Whitehead, seconded by Blake Brininstool, to Table this item until the next WEDC Board Meeting. A vote was taken, and the motion passed 5-0.

2. **Consider and act upon issues surrounding the relocation of the North Texas Municipal Water District's 42" water line located at State Hwy 78/Brown.**

**Staff Comments**

Staff discussed the Development Agreement with North Texas Municipal Water District for the relocation of a 42" water line, noting that the final Construction Costs will be available following the recent receipt of bids for the project. Upon approval by the Board, NTMWD will present the information to their Board and issue subsequent notice to proceed to the contractor. Staff anticipates completion of the project by 12-30-22 and noted that any tree removal done ahead of time by WEDC would result in a change order/reduction to the contract amount.

**Board Action**

A motion was made by Gino Mulliqi, seconded by Tim Gilchrist, to approve the Construction Costs and Reimbursement Payments for the NTMWD Development Agreement and further authorize the Executive Director to execute said Agreement. A vote was taken, and the motion passed 5-0.

3. **Consider and act upon the award of bid for the flood study at State Hwy 78/Alanis to Kimley-Horn and Associates, Inc.**

**Staff Comments**

Staff discussed the potential flood study at Hwy 78/Alanis and representatives Joe Helmberger, Carolyn Cox, and Brittany Shake from Kimley-Horn & Associates were present to discuss the proposed flood study. Carolyn Cox provided background information and discussed the scope of services included in the project. Staff noted that approval in the amount of \$63,500 includes a Topographic Survey, Aquatics Resources Delineation, Preliminary Floodplain Analysis, and Mass Grading Plans. Staff noted that completion of this study would provide necessary information to help streamline the process for any future development projects.

**Board Action**

A motion was made by Blake Brininstool, seconded by Melisa Whitehead, to award a contract to Kimley-Horn and Associates, Inc. in the amount of \$63,500 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 5-0.

**The Board opted to consider Item 4 after Executive Session. President Dawkins moved to Discussion Items.**

**DISCUSSION ITEMS**

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4. **Discussion regarding WEDC Bylaws and Board Member Handbook.**  
*Remove from table and consider*

**Board Action**

This Item was Tabled at the 1-19-22 WEDC Board Meeting. A motion was made by Melisa Whitehead, seconded by Blake Brininstool, to remove this Item from table. A vote was taken, and the motion passed 5-0.

**Staff Comments**

Staff noted that this Item had been previously tabled to allow all Board Members to be present for discussion.

**Board Discussion**

The Board discussed options for potential revisions to the Board Member Bylaws and the creation of a Board Member Handbook. Specific discussion included consideration of officer rotations, officer duties, Board Member requirements/expectations, mentorship, implementation of broadcasting WEDC meetings, conflicts, and the timeline of the WEDC Annual Report. The Board discussed setting expectations of Board Member applicants prior to appointment to the Board. The Board agreed to submit their comments pertaining to the bylaws or handbook to Staff by March 7<sup>th</sup>. Staff will then consolidate the comments for Board review at the March meeting.

**DS2. Staff report: WEDC Property Update, Downtown Parking, Engineering Report, Upcoming Events, and WEDC Activities/Programs.**

Staff reported that sales tax revenues were up 24% for the month of January and down 8% for February. Overall, sales tax revenues are up 9.3% this fiscal year.

WEDC Property updates included the tenant request of installation of a basketball goal at 100 W Oak, with the Board not in favor of permanent or temporary installation due to liability issues. Staff also discussed the requested temporary use of 303 Marble in late April and noted this property may be part of the temporary easement that will be required for installation of the water line at Hwy 78 & Brown. Staff will contact NTMWD for the projected timeline to determine if the property will be available and update both the applicant and the Board.

Regarding pending demolition of properties, utility disconnections are nearing completion and the opportunity for Fire/Police to conduct training will be made available prior to demolition. Asbestos abatement at 103 S. Ballard has been completed and hand-digging will take place before use of the excavator due to the proximity of the neighboring structure at 101 S Ballard.

Staff recapped the Joint Work Session with City Council on February 8<sup>th</sup> and the Board discussed the opportunity to work together on downtown projects and improvements.

Engineering updates include drainage studies being evaluated at FM 544/Cooper. Staff discussed the water line relocation project on FM 544 and explained an issue with underground fiber lines that were installed in the same location as the intended water line. Due to this situation, a Change Order and realignment of the bore line will be required. Staff will bring the Change Order to the Board for approval at the March meeting.

Staff discussed the Chamber Lunch ‘n Learn opportunities focusing on social media training and the February Tax round table available to businesses. Staff noted the February 22<sup>nd</sup> Chamber Luncheon featuring the State of the City, the zoning change request for the Keefer property at the February 22<sup>nd</sup> City Council meeting, and the Wylie ISD Education Foundation Boots ‘N Barbecue event on February 26<sup>th</sup>.

Interim City Manager Parker stepped out of the meeting at 10:09 a.m. during Discussion Item 2 and did not return.

**EXECUTIVE SESSION**

Recessed into Closed Session at 10:23 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, State Hwy 78/Alanis, State Hwy 78/Ballard, State Hwy 78/Birmingham, and State Hwy 78/Brown.

Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING.

ES2. Evaluation of WEDC Executive Director.

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

ES3. 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, 2021-2d, 2021-4a, 2021-4b, 2021-6a, 2021-6c, 2021-6e, 2021-7a, 2021-8a, 2021-9e, 2021-9f, 2021-11a, 2021-12a, and 2021-12b.

**RECONVENE INTO OPEN SESSION**

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

President Demond Dawkins reconvened into Open Session at 11:09 a.m. and moved to consideration of Item 4.

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

**Staff Comments**

Staff noted that the proposed amendments related to Board approved tree removal, land purchase, flood studies, and installation of the water line at Hwy 78 & Brown.

**Board Action**

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

**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 11:10 a.m.



Demond Dawkins, President

ATTEST:



Jason Greiner, Executive Director