

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Regular Meeting**

February 21, 2024 – 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 Aaron Jameson, Whitney McDougall and Demond Dawkins.

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

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

**INVOCATION & PLEDGE OF ALLEGIANCE**

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Immediate Past President Demond Dawkins gave the invocation and 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 January 12, 2024 Special Called Meeting and January 12, 2024 Work Session of the WEDC Board of Directors.**
- B. **Consider and act upon approval of the January 2023 WEDC Treasurer's Report.**

**Board Action**

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

**REGULAR AGENDA**

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- 1. **Consider and act upon Committee Appointments by the Board President.**

**Staff Comments**

Committees and Committee Appointments were discussed previously at the WEDC Board Retreat on January 12, 2024. Staff noted that Committees stand unless the Board terminates the Committee and Committee Members continue to serve until the next appointment of the Board of Directors or until a successor is appointed. Bylaw Section VI and information regarding the current Committees

was provided in the Agenda Report and attachments for the Board’s review. The Board opted not to take any action on this item until all Board Members could be present for discussion.

**Board Action**

No action was taken.

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

**Staff Comments**

As previously discussed, WEDC is engaged with a company to provide construction services for this project and staff is now awaiting final updates to construction costs. Kimley Horn will be managing this process for WEDC and will be managing future engineering projects to ensure that bids include all necessary components of construction. Staff noted that no action is needed at this time but will further discuss this item in Executive Session.

**Board Action**

No action was taken.

**DISCUSSION ITEMS**

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**DS1. Discussion regarding the WEDC 2023 Annual Reports.**

**Staff Comments**

Staff discussed the Annual Report and FY 23-24 Goals & Objectives for the Board’s review. The Board discussed their desire to focus on project completion dates for FY 24-25. Staff will bring back the WEDC 2023 Annual Report for review in March.

**DS2. Discussion regarding the WEDC Board Member Handbook.**

**Staff Comments**

Regarding the WEDC Board Member Handbook, Vice President Jameson noted his desire to focus on the mentorship aspect referenced within the Handbook for continuity within the organization. The Board also discussed formalizing a summary page of the expectations and commitments of WEDC Board Members so that it can be provided to potential candidates prior to the Board application process or during the interview process. Staff noted the possibility of adding this information to the acknowledgment section at the bottom of the application process or including a link in the PDF attachment for applicants to review.

**DS3. Discussion regarding future WEDC Board Retreats/Work Sessions.**

**Staff Comments**

The Board previously discussed an interest in future Work Sessions that may include community tours, downtown tours, and/or redevelopment/development tours to give the Board the opportunity to talk with other EDC’s/community leaders and discuss any events or development projects they are interested in bringing to Wylie. Staff noted that the future of these tours could be discussed in open meetings, or they could be presented to the Board after a Committee has worked through the details of an event. The Board considered the possibility of quarterly community tours and discussed whether a Special Events Committee is needed to facilitate these tours. The Board agreed to hold the

next Work Session on Friday, April 26, 2024. The Board discussed what they would like to accomplish on these tours, including reviewing new developments and best practices from similar communities. Mayor Porter suggested that the Board consider setting up video calls for discussion with communities that are further away. The Board discussed utilizing conferences, such as TDA/TEDC, for discussion with other communities. City Manager Brent Parker commented that the WEDC has many ongoing engineering projects that are still unfinished and asked the Board to stay focused on the completion of the projects. The Board and Staff discussed the ongoing challenges related to the projects and the desire to create additional jobs, sales tax, and property tax revenues, while also taking advantage of the opportunity to implement ideas from other communities.

**DS4. 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 WEDC Property Updates, Temporary Access Agreements, Downtown Parking, Engineering Report, Upcoming Events, and WEDC Activities/Programs. Staff noted that the Sales Tax numbers for the month of February have been reported to be down 44% due to an audit collection adjustment in the amount of -\$928,579.71. Staff are in communication with the Comptroller's Office and are awaiting additional information concerning the adjustment.

**EXECUTIVE SESSION**

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Recessed into Closed Session at 8:33 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, FM 544/Sanden, FM 1378/Park, 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, 2022-1c, 2022-10c, 2022-10d, 2023-1c, 2023-2d, 2023-4c, 2023-5b, 2023-9b, 2023-10a, 2023-12c, 2024-1a, 2024-1b, 2024-1c, 2024-1d, 2024-2a, 2024-2b, 2024-2c, 2024-2d, and 2024-2e.**

Mayor Porter left during Executive Session at 9:25 a.m.

**RECONVENE INTO OPEN SESSION**

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

President Whitehead reconvened into Open Session at 9:28 a.m.

**FUTURE AGENDA ITEMS**

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There were no Items requested for inclusion on future agendas.

**ADJOURNMENT**

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With no further business, President Whitehead adjourned the WEDC Board meeting at 9:29 a.m.

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**Melisa Whitehead, President**

**ATTEST:**

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**Jason Greiner, Executive Director**