

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Meeting**  
September 21, 2022 – 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 Demond Dawkins called the meeting to order at 7:36 a.m. Board Members present were Melisa Whitehead, Gino Mulliqi, and Tim Gilchrist.

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, and Administrative Assistant Marissa Butts.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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President Dawkins gave the invocation and led the Pledge of Allegiance.

**COMMENTS ON NON-AGENDA ITEMS**

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City Manager Brent Parker provided comments to the WEDC Board regarding the previous regular meeting and encouraged the Board to consider their actions as representatives of the Board. He stressed the importance of maintaining focus on the task at hand and reminded the Board of the impact that their decisions make on the community as they provide guidance to WEDC staff and offer recommendations to City Council.

**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 August 17, 2022 Regular Meeting of the WEDC Board of Directors.**
- B. Consider and act upon approval of the August 2022 WEDC Treasurer's Report.**

**Board Action**

A motion was made by Gino Mulliqi, seconded by Melisa Whitehead, 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 a Performance Agreement between WEDC and American Entitlements LLC.**

**Staff Comments**

Staff discussed the proposed Performance Agreement for the next phase at American Entitlements, noting that their request for additional assistance was approved by City Council on March 22, 2022. This project will consist of a 1300 sq ft addition to an existing structure as well as an addition of 35 new full-time employees over the next three years. The proposed Agreement is tied to job creation over the base employment of forty employees and will outline an incentive of \$1000 per new FTE position, with a maximum incentive of \$35,000, payable over a three-year period. The Economic Impact Analysis indicates the project will generate an estimated \$272,490 in overall tax revenue over the next 10 years. For every \$1 that the WEDC invests, this business is investing \$7.78 in our community.

**Board Action**

A motion was made by Gino Mulliqi, seconded by Tim Gilchrist, to approve a Performance Agreement between the WEDC and American Entitlements, LLC. Providing for a maximum incentive of \$35,000 and further authorizing the WEDC Executive Director to execute said Agreement. A vote was taken, and the motion passed 4-0.

**2. Consider and act upon issues surrounding the water line loop at State Hwy 78/Alanis.**

**Staff Comments**

Staff discussed the proposed contract is for the design of a water line that would provide water to the properties south of Alanis, noting that the contract does not include installation costs. Mayor Porter expressed the importance of the surveyors staying in contact with the City Engineer to avoid any interference with the future expansion of Alanis. Staff noted that the line will be designed to be installed 5' inside of right-of-way so that relocation will not be required due to any future expansions of Alanis.

**Board Action**

A motion was made by Tim Gilchrist, seconded by Gino Mulliqi, to award the contract to Kimley-Horn and Associates, Inc. in the amount of \$11,000 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 4-0.

**3. Consider and act upon issues surrounding the tree survey at State Hwy 78/Alanis.**

**Staff Comments**

Staff noted that the tree survey will take inventory of type, diameter, gps location, and general health assessment of trees at State Hwy 78/Alanis. This data will be incorporated into the existing topographic survey for this site to work toward site readiness for any future development at State Hwy 78/Alanis.

**Board Action**

A motion was made by Gino Mulliqi, seconded by Tim Gilchrist, to award the contract to Kimley-Horn and Associates, Inc. in the amount of \$19,000 and further authorize the Executive Director to execute any and all necessary documents. A vote was taken, and the motion passed 4-0.

**DISCUSSION ITEMS**

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**DS1. Update from the Subcommittee of the Board to review and recommend any modifications to the existing bylaws of the Corporation.**

Following board member request from the previous meeting, staff discussed the possibility of increasing the number of board members through bylaw amendments. Subcommittee Members Gilchrist and Whitehead discussed their review of board member responsibilities, code of conduct, confidentiality

agreements, and proposed amendments to the bylaws. The Board commented on accountability, how to improve the WEDC Board, and whether amending bylaws or adding new members is the best approach. City Manager Parker and the Board highlighted the opportunity to provide board member expectations to City Council as they seek to appoint new board members, as well as the creation of an onboarding tool or handbook for new board members. Mayor Porter offered to facilitate any future communication regarding responsibilities or standards that the Board will expect from future board members while candidates are in the application/interview process. Mayor Porter stated that he would like to see the Board President or Vice President in attendance at City Council meetings when there are discussions about the budget, annual presentations, or large projects. The Board considered expectations for attendance, term limits, officer roles, and seat rotations. Mayor Porter noted that, while the WEDC Board appoints the Executive Director per current bylaws, there are other cities that opt for City Council appointment of the Executive Director or have bylaws that better articulate the relationship between the Council/Executive Director/Board. The Board reviewed potential revisions to the bylaws and agreed to further review the proposed revisions, as well as any updates provided by the Subcommittee, in preparation for continuing the discussion at the next board meeting.

Mayor Porter stepped out at 8:29 a.m. during discussion of Item DS1.

**DS2. Discussion regarding Temporary Access Agreement.**

Staff opened the discussion noting that there are two companies interested in using a WEDC-owned lot downtown for weekly events with vendor tents. Staff discussed the possibility of building additional awareness about businesses in Historic Downtown Wylie through these events. The Board discussed the value the events could bring as well as the potential for setting a precedent for allowable use without having set qualifications as to what is a viable event. Staff confirmed that any vendors granted a Temporary Access Agreement for use of WEDC-owned property would need to provide their own insurance and obtain all necessary permits from the City of Wylie before hosting an event. Staff will bring back cost estimates for gravel improvements to the parking lot and cost estimates for possible repair of concrete to ensure that events are ADA compliant. The Board requested that rules and standards are clear as to what is a viable event eligible for use of WEDC-owned property.

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

Staff referred the Board to the Agenda Report provided in the packet for all updates related to WEDC property updates, downtown parking, engineering reports, upcoming events, and WEDC activities/programs. Staff provided an overview of the Planned Development (PD) process for the Hwy 78/Brown project. The Board reviewed the application that was submitted to the city, as well as the first round of comments provided by Planning and Zoning staff that highlight the need for the development to tie into downtown Wylie. The Board discussed a desire to see taxable values added on these lots and interest in having flexibility knowing what could possibly be developed. Staff noted that the PD will need to go through both the Planning & Zoning Commission and City Council for final approval. Staff highlighted articles of interest included in the packet, upcoming Manufacturing Day events, the Apprenticeship Program with the Dept of Labor, and pending notice to vacate letters that will be issued for properties that will soon be demolished.

Mayor Porter returned at 9:11 a.m. during discussion of Item DS3.

President Dawkins revisited Discussion Item DS2.

**DS2. Discussion regarding Temporary Access Agreement.**

Regarding availability of parking for events in downtown Wylie, Mayor Porter pointed out for Board consideration that The Cross Church may not allow access to their parking lots on Saturday evenings due to their church services at that time.

**EXECUTIVE SESSION**

Recessed into Closed Session at 9:29 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 1378/Parker, FM 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Alanis, 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: 2013-9a, 2017-6a, 2020-11b, 2021-2d, 2021-4a, 2021-5a, 2021-6a, 2021-6c, 2021-8a, 2021-9a, 2021-9b, 2021-9e, 2021-9f, 2021-11a, 2021-12a, 2021-12b, 2022-1a, 2022-4d, 2022-7a, 2022-7b, 2022-7c, 2022-9a, and 2022-9b.**

Board Member Mulliqi stepped out at 9:30 a.m. during Executive Session and filed a Conflict of Interest form with Staff. Board Member Mulliqi returned at 9:40 a.m.

**RECONVENE INTO OPEN SESSION**

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

President Dawkins reconvened into Open Session at 10:06 a.m. and the Board took the following action:

**Board Action**

A motion was made by Tim Gilchrist, seconded by Gino Mulliqi, to approve a Purchase and Sale Agreement between WEDC and MLKJ Investments LLC for the sale of Lots 2, 3, and 4 of Wyndham Estates, Phase III, an Addition to the City of Wylie, Collin County, Texas in the amount of \$500,000 (\$300,000 cash to close and \$200,000 promissory note) and further authorize WEDC President Demond Dawkins to execute all documentation necessary to effectuate the transaction. A vote was taken, and the motion passed 4-0.

**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 10:07 a.m.

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**Demond Dawkins, President**

**ATTEST:**

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**Jason Greiner, Executive Director**