



City of West Orange Economic Development Corporation

City Hall
2700 Western Avenue
West Orange, TX
77630

Board Meeting Minutes

Wednesday, September 17, 2025

10:00 a.m.

Council Chambers

BOARD MEMBERS PRESENT:

Randy Branch
Wayne Wiggins

Meritta Kennedy
Jon Sherwin

Charlotte Alford
Mike Stelly

BOARD MEMBER ABSENT:

Mike Dixon

OTHERS PRESENT:

Christopher Leavins

Theresa Van Meter

Call to Order

Mayor Branch called the meeting to order at 10:00 a.m. He announced that a quorum of the Board was present. The invocation was given by Mr. Leavins. Pledges of Allegiance to the American and Texas flags were then given.

Regular Session

Election of Officers – A motion was made by Mr. Stelly and seconded by Mrs. Kennedy nominating the following individuals to serve on as Officers of the Board for the 2025-2026 fiscal year:

President – Randy Branch
Vice President – Meritta Kennedy
Treasurer – Mike Dixon
Secretary – Charlotte Alford

With there being no additional nominations made, Mr. Branch called for a vote on the motion, which passed unanimously.

Financial report – The Financial Report, ending August 31, 2025, was then presented for review. Mr. Stelly reported that there is almost \$400,000 in the bank, with a little over \$9,000 of that being interest earned this year. Mr. Branch added that there is between \$20,000 - \$25,000 collected each month through the Economic Development sales tax. For this fiscal year, a little over \$304,000 has been deposited as revenue. Fiscal year-to-date expenses total a bit more than \$33,000. Mrs. Alford then made a motion to accept this report as presented. Mr. Stelly seconded her motion. A vote was cast; motion carried unanimously.

Discussion and possible action on amending the “Administrative Services Agreement” with the City of West Orange – Mr. Stelly explained that the \$20,000 paid to the City via the “Administrative Services Agreement” goes toward the time spent on EDC matters by himself, Mr. Sherwin and Mrs. Van Meter. He and Mr. Sherwin work primarily on marketing, while Mrs. Van Meter handles the bookkeeping

matters, minutes, etc. Mr. Stelly added that he does not believe that \$20,000 covers the City's costs toward EDC.

Mr. Wiggins stated that he does not want the EDC to become a financial burden to the City. He then made a motion to increase this amount to \$33,000. After a bit more discussion, he rescinded his motion.

Mr. Branch stated that he also does not believe \$20,000 to be enough for this either. He recommended that it be increased to \$50,000. Mrs. Alford then made a motion to increase the amount to \$50,000. Her motion was followed with a second from Mr. Wiggins. With there being no further discussion on the issue, a vote was called with the motion passing unanimously.

Discussion and Possible Action on 2025-2026 budget – Mr. Stelly presented for consideration a balanced budget anticipating \$324,500 in revenue and expenses for the 2025-2026 fiscal year. Per the approved motion above increasing the Management Agreement amount, the proposed budget was amended to increase the Management Agreement expense line from \$20,000 to \$50,000 and to decrease the Business Development/Retention expense line from \$126,000 to \$96,000. Mr. Sherwin then moved that this budget be adopted for 2025-2026 as amended. Mrs. Kennedy seconded his motion. With there being no further discussion, a vote was cast, with the motion passing unanimously.

Discussion of available training for Directors – Mr. Stelly and Mr. Sherwin explained that there are many training opportunities available for Board Members if they are interested. Upcoming in December is an online Sales Tax Workshop. It is more than four hours long. The City's Conference Room could be used for this training for the Board.

Closed Session

Closed Meeting to Deliberate commercial or financial information that the Governmental Body has received from a business prospect that the Governmental Body seeks to have locate, stay, or expand in or near the territory of the Governmental Body and with which the Governmental Body is conducting economic development negotiations, or to Deliberate the offer of a financial or other incentive to such a business prospect, under Section 551.087 of the Act, regarding any current, confidential WOEDC Projects – The Board entered into Closed Session at 10:32 a.m. to allow for discussion of potential projects. Closed Session adjourned at 10:49 a.m., and Regular Session reconvened.

Return to Regular Session

Mr. Stelly then made a motion that the EDC Board approve staff moving forward with negotiations and due diligence to acquire certain properties for the EDC. Mrs. Kennedy seconded his motion. Mr. Branch called for a vote, with the motion passing unanimously.

Adjournment

With there being no further discussion, and no questions put forth, the mayor adjourned the meeting at 10:50 a.m. following a motion to do so from Mrs. Kennedy, with a second from Mr. Wiggins.




Randy Branch, EDC Board President

ATTEST:


Charlotte Alford, EDC Board Secretary