



MINUTES: MARCH 29, 2022
COMMUNITY DEVELOPMENT
CORPORATION
CITY OF WILLIS, TEXAS

Mary Reed, President
Sharon Luster, Vice President
Sonda Toliver, Treasurer
Lisa Toliver, Board Member
Tamara Young-Hector, Board Member
Yolanda Harris, Board Member
Tony Williams, Board Member

Sheyi I. Ipaye, City Manager
J. Rice General Manager
Marissa Quintanilla, City Secretary

The Willis Community Development Corporation of the City of Willis, Texas convened into regular session at City Hall on the date and time aforesaid, with the following members present:

Mary Reed, President
Sharon Luster, Vice President
Lisa Toliver, Board Member
Anthony "Tony" Williams, Board Member
J. Rice, General Manager
Sheyi Ipaye, City Manager
Marissa Quintanilla, City Secretary
Taylor Whichard, Director of Public Works
James Nowak, Chief of Police

And the following members absent: Tamara Young-Hector, Yolanda Harris, and Sonda Toliver, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.
Mrs. Reed called the meeting to order at 5:30 p.m.
2. Roll Call, Pledge of Allegiance, and Invocation
I Pledge of Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all. Honor the Texas Flag. I pledge allegiance to thee Texas; one state under God, one and indivisible.
Mrs. Reed called roll. Pledges were recited. Chief Nowak gave the invocation
3. CITIZENS INQUIRY
 - a. Public Comments
No public comments were received.
4. CONSENT AGENDA
 - a. Approval of the minutes of the previous meetings: January 25, 2022, and February 8, 2022
 - b. Approval of financial statements
Motion was made by Sharon Luster to approve the consent agenda. Tony Williams seconded the motion. Motion passed unanimously.
5. NEW BUSINESS
 - a. Discuss and take action regarding the Responsible Entity for the HOME program environmental review.
Ms. Rice stated that she had a conversation with TDHCA a few weeks ago and with their environmental specialist. Ms. Rice stated that this program requires that we do an environmental review and get environmental approval just like any projects you do that get grant funding. Ms. Rice stated that because the Willis CDC is a quasi-governmental entity the CDC cannot sign off on the environmental review. Ms. Rice stated that what needed to be done was to either have the City or the State be the responsible entity who signs off on the environmental review. Ms. Rice stated this could be presented to the City Council and ask the City to take responsibility for the environmental review. Ms. Rice stated that the other option is to have the State be the responsible entity. Motion was made by Tony Williams to present and request

the City Council be the responsible entity for the environmental review. Lisa Toliver seconded the motion. Motion passed unanimously.

- b. Discuss and take action on an alternate proposal from the City Manager for the MLK Park parking improvements project
Mr. Wind stated that he and Mr. Ipaye spoke after the last meeting and had changes on the parking. Mr. Wind stated that on Philpot Road there is off street parking but added additional paving. Mr. Wind stated that the concern there is the City has an ordinance that says you cannot have direct off-street parking. Mr. Wind stated the reason for this is you do not want to be trying to come in and out trying to maneuver into a parking space with traffic on the street and kids will less likely be running into street if they are running around the cars. Mr. Wind stated he moved the parking over and by doing that there is only one row of parking off the street, but it would save about \$65,000. Mr. Wind stated the original option had 37 parking spaces, the revised option would only have 23 parking spaces, but a savings of \$65,000. Motion was made by Tony Williams to a keep the original plan for \$300,000 with 37 parking spaces. Sharon Luster seconded the motion. Tony Williams and Sharon Luster voted for the motion. Lisa Toliver and Mary Reed voted against the motion. Motion did not carry. Motion was made by Tony Williams to approve the second option of 23 parking spaces at a cost of \$240,000. Lisa Toliver seconded the motion. Motion passed unanimously.
- c. Discuss and take action on proposal and contract with Bleyl Engineering for design and project coordination regarding park improvements at MLK Park and Pine Circle Park
Mr. Rice stated that he included the minutes for both projects on MLK Park and Pine Circle Park. Mr. Rice stated they have already been approved. Mr. Rice stated that now the engineering needs to be done on both. Mr. Wind stated that on Pine Circle Park they are adding restroom building and because of the bathroom addition we needed ADA parking, so the decision was made to go ahead and add paved parking for the whole parking area and then to provide utility the restroom building. Mr. Wind stated that a few water line and sewer line improvements needed to be mad to tie into the water and sewer system. Mr. Wind stated that budgeted amount was \$183,900 and this was included in the engineering proposal of \$30,640 which matches what the original budgeted number for engineering was. Mr. Wind stated that MLK Park the alternate option was approved with a lesser cost of \$235,900. Mr. Wind stated that the engineering for that is less than what the original budgeted amount was in the proposal. Mr. Wind stated they are asking for approval on both engineering proposals. Ms. Reed had questions about being billed twice for a design that is being drawn up and then a final design. Mr. Wind stated this would be the same price the reason he is splitting it up is only so that they can keep track as they go through the different stages of the design process. Mr. Wind stated this is not something that is being charge twice just something helps keep track of the schedule. Mrs. Luster asked about no additional lighting at Pine Circle Park. Mr. Wind stated that there will be lighting on the bathroom itself and can potentially look at adding another light on the court cover. Mayor Reed stated that he believes the light out is adequate that Entergy is providing if we can get Entergy to fix the lights. Mr. Williams asked how this is done and asked if the citizen could call Entergy. Ms. Toliver stated they could just call the City and the Public Works Director would get with Entergy. Motion was made by Sharon Luster to approve the proposal and contract with Bleyl Engineering for design and project coordination regarding park improvements at MLK Park and Pine Circle Park. Tony Williams seconded he motion. Motion passed unanimously.
- d. Discuss and take action on expenditures for Juneteenth Celebration
Mrs. Reed stated she had made copies of the Juneteenth Celebration information for everyone and asked for questions. Mrs. Reed stated that she had spoken to her vendors and their prices have all increased. Mrs. Reed stated that last year the budget was for about \$14,000 and this year the budget was \$15,400. Mrs. Reed stated the event would be Saturday June 18, 2022, from 12:00 p.m. to 5:00 p.m. at MLK Park. Mrs. Reed stated this included the rental for Miller Hall, t-shirts, cost of flyers, food, and entertainment. Motion was made by Tony Williams to approve the expenditures for the Juneteenth Celebration as presented. Lisa Toliver seconded the motion. Motion passed unanimously.
- e. Discuss and take action on setting a date for the 2022-23 Budget Workshop
Mr. Rice stated that the Board needed to start working on the budget so that it can be passed in May and follow the timetable for approval by City Council and public hearing before the budget year begins in

October. Mr. Rice stated he suggested meeting on April 12, 2022, at 5:30 p.m. Mr. Rice stated that he and Mr. Ipaye had some discussions about some things he would like to see in the budget for next year. Mr. Rice stated that Mr. Wind also had issues with Lindley Park, the bollards out there are in bad shape, and he has a proposal to fix that and liked to get this on the agenda for the April 12, 2022. Mr. Wind stated that this was just informational purposes, and no action was to be taken. Mr. Wind spoke about the options of the bollards. Mr. Wind stated that they could put the bollards back as is at no cost, but the recommendation is since we have a new park and the bollards being in the shape, they are in will have to be replaced soon and are recommending replacing the bollards on the south side at a cost of \$4,500. Mr. Wind stated the bollards on the east side are newer and in better shape, we could leave those or replace them at a cost of \$2,550. Mr. Wind stated this was just discussion and not be voted on tonight. Mr. Wind updated the Board on the structure for the basketball cover is ready and it was not expected to be in till the middle of May. Mayor Reed asked about the basketball court from the parking lot at Lindley Park, and if it was the same as MLK Park and go back and put a fence or something to keep the balls from hitting the cars in the parking lot. Mr. Wind stated that fencing is already in the contract they just have not put it up yet because they have not put the cover over the basketball court. Mayor Reed as how far the fence was going to be from where they are proposing to put the bollards in, because there is not much space in. Mr. Wind stated he would have to look at the plan and distances again but believes we have close to 30 or 40 feet from the parking to the basketball. Mayor stated the basketball court was not turned that way and it is closer now than it was before. Mr. Wind stated it is closer but does not see a concern about fitting both. Mayor Reed stated that the fence over at Lindley Park is going to be behind the goal and that makes a difference when people are running in for a layup. Mr. Rice stated that this is something we could discuss further at the workshop and have some time to look at the design again to see if there is something to change. Motion was made by Tony Williams to approve a budget workshop on April 12, 2022, at 5:30 p.m. Lisa Toliver seconded the motion. Motion passed unanimously.

6. REPORTS

Input from Board related to issues for possible inclusion on future agendas.

and pond Mr. Ipaye spoke to the board about the slide at Pine Circle Park. Mr. Ipaye stated he went to Woodforest Bank, they are going to replace the equipment. Mr. Ipaye informed the board about fence put up around the detention at North Meadows. Mr. Ipaye also spoke to the board about establishing a Willis Veteran Memorial Park.

7. ADJOURN

Motion was made by Sharon Luster to adjourn. Lisa Toliver seconded the motion. Motion passed unanimously. The meeting adjourned at 6:31 p.m.

Marissa Quintanilla, City Secretary