



MINUTES: MAY 24, 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
Sonda Toliver, Board Member
Yolanda Harris, Board Member
Tamara Young-Hector, Board Member
Anthony "Tony" Williams, Board Member
J. Rice, General Manager
Leonard Reed, Mayor
Sheyi Ipaye, City Manager
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police

And the following members absent: Lisa 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. Mr. Rice gave the invocation
3. CITIZENS INQUIRY
 - a. Public Comments
No public comments were received.
4. CONSENT AGENDA
 - a. Approval of minutes of the previous March 29, 2022, regular meeting
 - b. Approval of financial statements
Motion was made by Tamara Young-Hector to approve the consent agenda. Sharon Luster seconded the motion. Motion passed unanimously.
5. NEW BUSINESS
 - a. Discuss and take action on a revision to the HOME Program Guidelines as required by the Texas Department of Housing and Community Affairs (TDHCA)
Mr. Rice stated that the guidelines were submitted to TDHCA and they are requiring a revision on the priority rating system. Mr. Rice stated that TDHCA is wanting us to use a waitlist policy. Joy Rice stated that TDHCA was asking us to replace the priority rating system with the waitlist policy. Ms. Rice stated in the past, they have wanted us to wait whether where people fall in terms of whether or not they were going to get assistance based on certain needs, whether they are elderly, displaced and so forth. Ms. Rice stated

they have since moved away from that and are asking us to use what is called a waitlist policy where they do not put any weight on any kind of need. Ms. Rice stated they do not want anyone to be prioritized over anyone else, they want it to be a fair even playing field for everyone that has submitted an application. Ms. Rice stated that they have asked for us to put in place a waitlist policy that essentially looks like putting names in a bucket and draw them out. Ms. Rice stated that as you draw that person's name that is where they fall on the waitlist and then she would go through and determine their eligibility, and if number one is ineligible, she would move to number two, if they are eligible, that who we would first submit to TDHCA. Ms. Rice stated that is how TDHCA would like to see that work. The Board discussed the waitlist policy and did not believe this would be fair. Mrs. Reed asked about how much we would receive for funding. Ms. Rice stated it is up to \$135,000 per house that we can apply for. Ms. Rice stated that once we get people who are eligible, we would apply for the \$135,000. Ms. Rice stated it was a revolving source of funding in terms of who is putting application in and then every year they replenish the funding. Mayor asked what the criteria was to determine their eligibility. Ms. Rice stated there are very stringent criteria that TDHCA uses. Mr. Rice stated it was in the guidelines. Mayor stated that applicants need to know what the guidelines are, and he understands eliminating favoritism by picking out of a hat, but the way it is being done it seems like this is going to be a long process. Mr. Rice stated it was basically about income criteria and you have to own the house, but there are some other things required. The Board discussed going back to TDHCA and seeing if they would compromise on the waitlist. Mr. Ipaye asked if we took this back to TDHCA how would this effect the scope of the application. Ms. Rice stated that our application to be able to access the grant funds has already been approved. Motion was made by Tamara Young-Hector to table item 5a to get more information back from the TDHCA. Tony Williams seconded the motion. Motion passed unanimously. Motion was made by Tamara Young-Hector to set a deadline for accepting application for June 30, 2022. Yolanda Harris seconded the motion. Motion passed unanimously.

b. Discuss and take action on a contractor change order for the Lindley Park Improvements

Mr. Wind stated Change Order number 2 for the Lindley Park Improvements. Mr. Wind stated that the wooden post along the front edge of the park that are designed to keep traffic from going into the park, and part of the project was to remove some of those bollards and place them back. Mr. Wind stated that once they were removed, the contractor asked the question, essentially, just to replace the bollards. Mr. Wind stated the bollards were replaced. Mr. Wind stated the work was done, but there was no written change order to provide directives to do that work. Van Wishchan with Pro-Comm Builders, LLC stated that the original scope it was asked to remove six or seven bollards to that they could put a construction entrance into the park to move dump trucks and equipment. When so were moved they were badly deteriorated, and then they needed water brought down to bring water to the restroom and was asking for the City to bring a six inch line down one of the streets, but the City thought the most cost effective way was to run the existing line, which ended at the end of the west side parking lot and the only place to run that line was adjacent to those bollards. So, for the City to put in the waterline they needed to have a backhoe in there, so they were removed. Once the bollards were removed most of them were really deteriorated and rotted. Mr. Wishchan stated that Mr. Whichard came out and after looking at the bollards and realizing that there would not be any car stops on the parking lot stated it would be a major safety issue and said he would take it to the CDC and City Council and get it approved he just needed a price first. Mr. Wishchan stated they gave Mr. Whichard the price and verbally gave them the go ahead. Mr. Wishchan stated that unfortunately Mr. Whichard left his position before this happened. Mrs. Reed stated that she received a printout of the scope of work to be done and it did not show anything about replacing the bollards. Mr. Wishchan stated this was correct it said, they removed six to seven bollards and replace, when they say replace them, it means putting the existing bollards back in. There was not a line-item charge because there was no charge. Mrs. Reed stated they had about 10 change orders from MLK Park and some of them were not brought to the CDC, just like this one. Mrs. Reed stated that she was looking at a note that Bleyl Engineering had made stating no changes would be made unless taken back to the client. Motion was made by Tamara Young-Hector to not approve change order for Lindley Park Improvements regarding the cost of replacing the bollards. Tony Williams seconded the motion. Tamara Young-Hector, Tony Williams, Yolanda Harris, Mary Reed and Sonda Toliver voted for the motion. Sharon Luster voted against the motion. Motion passed.

c. Discuss and take action on preliminary site layouts for MLK Park and Pine Circle Park improvements

Mr. Wind stated that the Pine Circle Park project if the board recalls what was approved is the bathroom building, concrete paving parking, concrete sidewalk, water utility and electrical extension to support the bathroom. Mr. Wind showed a layout of the park to the Board. Mr. Wind stated that they redid they cost estimate prices. Mr. Wind stated that previously speaking with the Board he shared the cost estimate initially, prices are continuing to go up especially on smaller projects like this. Mr. Wind stated that the total for construction is being estimated out to be about \$200,000. Originally the price was about \$155,000. Mr. Wind stated that when they bid out the project, they believe it is going to be about \$40,000 higher than originally predicted. Mr. Williams asked about the contingency. Mr. Wind stated that since they are not actually bidding the project, they are just trying to estimate once they bid the project, what those prices will come in at, the contingency is basically they do not know where the market will be. Mr. Wind stated this is just to help try to project and not be under budget once the project comes around. Ms. Young-Hector asked how they came up with the 10%. Mr. Wind stated that usually you have between five and 20%, and the reason is, depending on the level of detail that you have gone through, so originally, they had a higher contingency, and now that they have gotten to more detail on what the actual improvements are going to be, and are closer to the actual construction of the project, they have a better idea of prices. Ms. Young-Hector stated that through her classes from TML they have stated that 8% is a good number. Mr. Wind stated that he did the estimate, right now the market is more volatile than normal, especially on small projects like this. Mr. Wind stated he has seen projects that have doubled in price and believes he has not been conservative enough on the contingency, but the difference between 8% and 10% on a \$200,000 project is about \$4,000. Mrs. Reed asked if they would have to dig for any water lines before the put the parking lot down. Mr. Wind stated that currently what the plans are showing is that the water lines are across the street based on information from the City. Mr. Wind stated that we could have the City, or a contractor dig up that line today, and find out where it is before we do the project. Mr. Wind stated they usually do not recommend this because it is an extra upfront cost, that the contractor is going to have to do anyways when he is doing the construction project. Mr. Wind stated the risk of not doing it, is that you come into situations where the waterline is not where you thought it would be and you must deal with that during construction, rather than planning for it ahead of time. Mr. Wind stated it is always an option to do it upfront, but it will be a cost to the City. Mr. Wind stated that at MLK Park they are proposing an asphalt paved parking lot to match the current existing asphalt on Philpot Drive. Mr. Wind stated he would be proposing two options based on what was looked at on the detailed design and are proposing a concrete sidewalk and additional lighting to the park. Mrs. Reed stated she had issues with the lights for MLK Park. Mrs. Reed stated that she spoke with someone from Entergy, and they told her Entergy could put lights in the park and they will maintain them. Mrs. Reed stated this is something they need to look into doing. Mr. Wind stated that typically, when that happens is they will put the lights on their existing poles and then they will maintain them. Mr. Wind asked if they are saying they will add additional lights where they need to go and maintain those as well. Mrs. Reed stated she was told that if something happened to them, and they do not work, they will come out and change them themselves, instead of the City having to pay someone to change the lights for us. Mr. Wind stated that he would like to talk to them and understand exactly what they are able to do and definitely if that is an option outside of the City maintaining them, then we should do that. Mr. Wind stated that option A and option B, if you look along the west side of Philpot Drive this is where they are proposing for the parking. Mr. Wind stated that we do have existing power pole inside that parking area, and then there is also two really nice trees adjacent to that parking area as well. Mr. Wind stated that originally, they were showing the parking going further into the park to able to have maneuvering around those trees, but when looked at it they felt a better option would be to scoot that back and build an island around the trees to preserve them. Mr. Wind stated that Option A is to put all the parking in, which is a total of 20 spaces. Mr. Wind stated Option B the area where the six spots are in the northwest corner is already sort of like a parking area. Mr. Wind stated that like what was done at Lindley Park. Mr. Wind stated that one thought they had was, we already have a hard surface there, and it is considered overflow parking, you could remove those six spots, so the difference in cost between having all the spots or removing the six spots is about \$30,000. Mr. Wind stated his opinion option B provides what we need for an overall operation and thinks there will be plenty of spaces and when we have larger events and need more parking, we have the overflow parking area to use that already there. Mr. Rice asked, so we would not have to have another meeting to make this decision could you put in options in the bid. Mr. Wind stated they could still design it with additional parking spots, and the regular lighting with alternates based on what Entergy says on the lighting. Mr. Rice stated so that we would not have to meet on this again if you gave Bleyl the authority to put options in then you can take those options and you can

mix and match so that you get the best value for what you are looking for. Mrs. Reed stated she did not like the options because it gets confusing. Ms. Luster asked about the having trouble with Entergy and the lights at Pine Circle Park. Mayor stated that the problem we were having with Entergy was that the lights were not being reported and are fixed. Ms. Luster asked if the lighting was going to be more inside the park rather than the corners. Mr. Wind stated that on Pine Circle Park the only electrical and lighting that was approved was for the bathroom itself, so there will be lighting inside the bathroom like at Lindley Park and MLK Park. Mr. Wind stated there will also be a light mounted on the top, the highest point in the bathroom that will shine on the parking lot. Mr. Wind stated that the goal is to light as much as we can from the bathroom lighting, but do not have additional expenditures approved to add additional lighting. Mr. Wind stated that at MLK Park they are talking about the back right corner. Mayor asked about the lights on the pavilion to light up the inside of the park, why not replace them instead of having to put more poles in. The board continued to discuss the lights at MLK Park. Motion was made by Tony Williams to approve Pine Circle Park Preliminary layout, and layout with option B for MLK Park subject to talking with Entergy on the lighting. Sharon Luster seconded the motion. Motion passed unanimously.

d. Discuss and take action on designating Authorized Representatives for TexSTAR

Ms. Quintanilla stated that the CDC currently has funds in TexSTAR and currently the authorized representatives are the previous city manager and the previous finance director. Ms. Quintanilla stated these needed to be changed to current City Manager, Sheyi Ipaye and City Secretary, Marissa Quintanilla. Motion was made by Sharon Luster to designate Mr. Sheyi Ipaye, and Ms. Marissa Quintanilla as authorized representatives for TexSTAR. Sonda Toliver seconded the motion. Motion passed unanimously.

e. Discuss and take action on election of offices for 2022-23

Motion was made by Sonda Toliver for Mary Reed as President. Tony Williams seconded the motion. Motion passed unanimously. Motion was made by Sharon Luster to appoint Tony Williams as Vice President. Yolanda Harris seconded the motion. Motion passed unanimously. Motion was made by Tony Williams to appoint Sharon Luster as Treasurer. Tamara Young-Hector seconded the motion. Motion passed unanimously. Motion was made by Mary Reed to appoint Marissa Quintanilla as Secretary. Yolanda Harris seconded the motion. Motion passed unanimously.

f. Discuss and take action on the proposed Willis CDC 2022-23 Budget and setting a date for a June Budget Workshop

The Board discussed setting a date for the 2022-23 Budget workshop and discussed the City Managers plan for a Veterans Memorial Park and possibly contributing to the cost. Motion was made by Tony Williams to set a budget workshop for fiscal year budget 2022-2023 on June 28, 2022, at 5:30 p.m. Sonda Toliver seconded the motion. Motion passed unanimously.

6. REPORTS

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

Mayor thanked the board for all the work they have done on the parks. Mayor stated that the Council has created a Park, Clean City, and Celebration Commission. Mayor stated that with some TML regulations and some new things coming along, and with all the growth in the City, what he would like to do is move all the park improvements to the new commission, and have the CDC Board work on more economic development, and bringing businesses into

the City, which the CDC Board is allowed to do. Mayor stated that we had an EDC Board that worked on that before, the CDC just basically did parks. Mayor stated that he wanted to give all the opportunity, if they still wanted to work on parks to be a member of the Park, Clean City, and Celebration Commission, if not, his vision is for the CDC Board to work on economic development and not parks. Ms. Young-Hector asked if they could be on both boards. Mayor stated he preferred members not be on both boards. Mayor stated they could volunteer for the Parks Commission, and Council appoints to the CDC and the CDC will be working on economic development. Ms. Luster asked how there would be enough money. Mayor stated that the Parks, Clean City, and Celebration Commission would be funded from the City. Mr. Rice asked about the improvements planned for MLK Park and Pine Circle Park if the CDC needed to proceed with the improvements or if it is going to be something that the Park commission will have jurisdiction over. Mayor stated Parks and City Commission will

have jurisdiction on anything to do with parks. Mr. Rice asked if we should put it in the budget. Mayor stated anything could be put in the budget, but whenever the Park Commission is done, and people want to be on that commission the CDC can amend that budget. Mrs. Reed asked if there was a timeframe for this process. Mayor stated he would like to get this done within the next two month.

7. ADJOURN

Motion was made by Sonda Toliver to adjourn. Yolanda Harris seconded the motion. Motion passed unanimously. The meeting adjourned at 7:28 p.m.

Marissa Quintanilla, City Secretary