

WILLIS COMMUNITY DEVELOPMENT CORPORATION

Willis, Texas

May 25, 2021

5:30 p.m.

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

Mary Reed, President
Tamara Young-Hector, Board Member
Yolanda Harris, Board Member
Sharon Luster, Board Member
Lisa Toliver, Board Member
J. Rice, General Manager
Taylor Whichard, Public Works Director
Marissa Quintanilla, City Secretary

And the following members absent: Sonda Toliver; constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.
Mary Reed called the meeting to order at 5:30 p.m.
2. Roll Call, Pledge of Allegiance, and Invocation
I Pledge 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.
Ms. Reed called roll. Pledges were recited, and J. Rice gave the invocation.
3. CITIZENS INQUIRY
 - a. Public Comments
No public comments
4. CONSENT AGENDA
 - a. Approval of the minutes of the previous April 13, 2021 and April 27, 2021 special meetings.
 - b. Approval of financial statements.
Sharon Luster stated she had asked about staff putting the balance of the debt stilled owed, and it's still not on the report. Mr. Rice stated he with get with the Finance Director and make sure it is put on there. Motion was made by Sharon Luster to approve the consent agenda. Tamara Young-Hector seconded the motion. Motion passed unanimously.
5. NEW BUSINESS
 - a. Discuss and take action on 2021-22 Fiscal Year Budget.
Mr. Rice stated that the board had a long discussion on the budget at the last meeting. Mr. Rice stated that the board wanted to include some additional projects to the budget and see what that came out to be. Mr. Rice stated that on the budget under park improvement the park improvements to Lindley Park remained the same. Mr. Rice stated that the board has discussed additional parking for MLK Park, and the estimate for that was \$127,900. Mr. Wind briefed the board on where the parking would be located, which also includes additional lighting. Ms. Reed asked about parking adjacent to the splash pad. Mr. Wind stated that bollards are ready in place and that is where they are proposing to pay for parking. Ms. Reed asked how many parking spots would be added. Mr. Wind stated, gauging off the site plan probably 12 to 14 parking spots. Ms. Reed stated that the prior park committee had talked about doing parking the whole length of the street. Mr. Wind stated at one point they had parking that was street parking on Philpot, and decided, because since there is not existing parking there, and that does not meet the city ordinances, they decided that any parking that we put there, should be like the existing parking where you have a driveway coming into an aisle with parking on either side. Mr. Wind stated that the current estimate is not based on parking the whole length of the street. Mr.

Wind stated they could do an estimate for the parking the board is wanting, but was not sure what the budget schedule is. Mr. Rice stated that he wanted to present the budget to the Council in June, and if the budget is not approved would probably have to meet again before the Council meeting. Mr. Rice stated that the park improvement for Pine Circle park was to add restrooms. Mr. Wind went over the proposed improvements to Pine Circle Park. Mr. Wind stated the bathrooms would go next to the covered basketball court. Mr. Wind stated they could just pave a portion of the parking lot, because technically we just need a spot for handicapped parking, but since we are making improvements, he is recommending to go ahead and pave the whole section of parking. Mr. Wind stated it will add about \$30,000 to \$35,000 to the cost. Mr. Brown stated that for the MLK parking, assuming the parking is three times the size of the existing one, it would be around \$200,000. Mr. Rice stated that the board will have to pull \$863,181 out of the reserve to do these projects. Mr. Rice stated that we are projection \$1.6 million surplus this year, but that this is just a projection. Mr. Rice stated the balance sheet shows that we have \$1.4 million, but if we add another \$200,000 for the additional parking, then we are really going to dip into the reserves. Mr. Rice stated that the board did not have to do the project next year, if we feel like we are not going to have the money to do it. Mr. Rice reminded the board that the budget still needed to go before Council and taking another \$200,000 out of the fund balance, next year's fund balance would be about \$700,000. Mr. Rice stated generally you do not want to go below \$500,000 in your fund balance and there would still be a \$200,000 cushion, however, he always recommends having a healthy fund balance and believes that \$900,000 is fine, but if you go down to \$700,000 you are getting pretty close. The board continued to discuss the parking at MLK Park. Mr. Rice stated that another item added to the budget was funds to purchase new iPads for the Board. Mary asked about the janitorial the Board has discussed about taking those funds out of the budget. Mr. Rice stated that we could take it out of the budget and he would call them, but the Board will have to think about what they want to do with the budget. Motion was made by Tamara Young-Hector to approve the 2021-2022 Fiscal Year Budget with the following changes, to take out the \$4,000 for the YMCA Teen Center janitorial and electrical service and add the MLK Park parking for \$300,000, and also include another \$20,000 for Engineering at the MLK Park and \$4,500 for iPads. Sharon Luster seconded the motion. Motion passed unanimously.

b. Discuss and take action on 2021-22 Corporation Plan.

Mr. Rice stated that the Corporation Plan is a plan that is approved each year. Mr. Rice stated that he had gone through and given the results of each goal and objective. Mr. Rice stated that there have been a couple of goals that the Board has not actually worked on in several years and recommended removing them from plan. Motion was made by Sharon Luster to approve the 2021-2022 Corporation Plan with the removal of goal four and seven. Yolanda Harris seconded the motion. Motion passed unanimously.

c. Discuss and take action on purchase of basketball backboards and goals for MLK Park.

Mr. Rice stated there was an estimate for the purchase basketball backboards and goals, and if approved they can be installed before the Juneteenth Celebration. Mary Reed asked if they would be identical to the ones there now. Mr. Whichard stated they were. Motion was made by Tamara Young-Hector to approve the purchase of basketball backboards and goals for the MLK Park in the amount of \$1993.94. Yolanda Harris seconded the motion. Motion passed unanimously.

d. Discuss and take action on installation cost for water fountain at MLK Park.

Mr. Rice stated this was for the installation of the water fountain that has already been purchased. Mr. Rice stated that the Public Works Director requested this be installed by an independent contractor, because of how busy the public works department has been, and to install before the Juneteenth Celebration. Mary Reed stated that this water fountain was supposed to be installed last March and does not want to spend the funds to install it. Ms. Reed stated that it made no sense to pay for an independent contractor, that they could wait a few more months for public works to install. Item dies for lack of motion.

e. Discuss and take action on timeline and processes for the HOME Program.

Mr. Rice introduce his daughter Joy Rice. Mr. Rice stated she is a housing specialist and use to work for Public Management. Mr. Rice stated she would be helping with the home program. Ms. Rice stated that she is quite familiar with the housing program. Ms. Rice stated that the Home Program runs in two phases. The first phase is applying to be part of what is called the reservation system. Ms. Rice stated this is an application the Board make to the TDHCA and it basically says we want to make use of the funds that they have for this program. Ms. Rice stated she is looking at having the application completed and submitted to the TDHCA by

September of this year. Ms. Rice stated the second phase of the program is to take applications from homeowners and once they become eligible, we go to the registration system. Ms. Rice stated that the first step is to prepare administrator procurements. Ms. Rice stated that there are steps to follow in order to get an administrator to write the application. Once the procurements are done a committee will decide who the administrator will be. Once an administrator is selected, we can begin the application. Motion was made by Tamara Young-Hector to move forward with the request for proposals for the HOME Program. Lisa Toliver seconded the motion. Motion passed unanimously. Motion was made by Sharon Luster to appoint a committee for the selection of an administrator, the committee includes Lisa Toliver, Tamara Young-Hector, and Sonda Toliver. Yolanda Harris seconded the motion. Motion passed unanimously.

- f. Discuss and take action on adding and removing authorize signatures from bank accounts.
Motion was made by Tamara Young-Hector to remove Sharon Luster from all authorized bank accounts and add Sonda Toliver to all bank accounts. Yolanda Harris seconded the motion. Motion passed unanimously.

6. REPORTS

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

Board discussed the splashpad about it being half off. Mr. Whichard stated it was pebbles stuck in the nozzles and they had been removed, and the splashpad was fully functional. Mr. Rice reminded the Board that the 2021-22 Budget and Corporation Plan would be brought before Council at the June meeting.

7. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Lisa Toliver seconded the motion. Motion passed unanimously. The meeting adjourned at 6:38 p.m.

Marissa Quintanilla, City Secretary