



MINUTES: JUNE 28, 2022
COMMUNITY DEVELOPMENT
CORPORATION
CITY OF WILLIS, TEXAS

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

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

The Willis Community Development Corporation of the City Willis, Texas convened into special 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
Lisa Toliver, Board Member
Anthony Williams, Board Member
J. Rice General Manager
Sheyi Ipaye, City Manager
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police

And the following members absent: none, constituting a quorum at which the following business was transacted to-wit:

1. Call to order the special meeting.
Ms. 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
4. 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 read the following memo regarding the HOME Program Waitlist Policy: *Regarding the Waitlist Policy for the HOME Program, TDHCA has issued the following guidance: Based on the guidelines from the Umbrella Rule, the CDC must adhere to the 21 calendar day neutral random selection process when initially processing applications received. Only after the initial 21 calendar day period ends may you start accepting applications on a first-come first-served basis. Applicants who submitted an application within the first 21 days of application intake will be prioritized during the random neutral selection process. (Their names will be "pulled from the hat" before applicants who submitted after the initial 21 days of application intake). If the CDC wishes to prioritize applicants based on need the following special needs populations can be considered upon approval from TDHCA: persons with disabilities, persons with substance use disorders, persons living with HIV/AIDS (PLWH), persons with Violence Against Women Act (VAWA) protections, colonia residents, farmworkers, homeless populations, veterans, wounded warriors (as defined by the Caring for Wounded Warriors Act of 2008), public housing residents, persons transitioning out of incarceration, persons impacted by a state or federally declared disaster,*

and persons transitioning out of foster care and nursing facilities. Mr. Rice stated that the first part of the paragraph on the guidelines from the umbrella rule, they are requiring that we use that, then if once we do that, then if we want to prioritize, we can, but it must be approved by TDHCA. Ms. Reed asked for any questions. None were received. Motion was made by Tony Williams to approve the revision to the HOME Program Guidelines as required by the Texas Department of Housing and Community Affairs (TDHCA), recommending a random natural selection process. Lisa Toliver seconded the motion. Motion passed unanimously.

b. Discuss and take action on preliminary site layout for MLK Park Improvements.

Bleyl was not available for the meeting to discuss the layout for MLK Park Improvements. Motion was made by Yolanda Harris to table Item 4b to the July 26, 2022, meeting. Lisa Toliver seconded the motion. Motion passed unanimously.

c. Discuss and take action on Willis CDC Community Development Corporation Plan.

Mr. Rice stated that every year before the budget is submitted to the City Council for approval, the corporation plan

needs to be updated. Mr. Rice stated that the plan states the results from each goal and objectives for the past year. Mr. Rice stated that this is a requirement of the CDC bylaws to be submitted to the Council along with the budget each year which gives a vision for what the CDC is going to do for the next year and even years beyond. Mr. Rice asked if there any questions on the plan. Ms. Luster stated on Goal 3 there was not anything listed about Lindley Park. Mr. Rice stated that it was included in the last sentence. Ms. Luster asked about including the bathrooms at Pine Circle Park. Mr. Rice stated that we are going to be doing that this next year and the Goals and Objective results are of what has been done. Mr. Rice stated that he can add these to the objectives. Mr. Williams asked about Goal 4 and no action being taken over the last several years. Mr. Williams stated the intent is to engage the public and CDC sponsored activities. Mr. Williams stated he would like to start thinking about ways that the CDC could engage the community. The Board continued to discuss the CDC Corporation Plan. Motion was made by Sharon Luster to approve the Willis CDC Community Development Corporation plan with amendment of adding the Pine Circle Park bathrooms. Tony Williams seconded the motion. Motion passed unanimously.

d. Discuss and take action on the proposed Willis CDC 2022-23 Budget

Mr. Rice stated this is the budget that was presented at the previous meeting. Mr. Rice stated he could go through the entire budget with the Board or if the Board wants to pick which line item, they are interested in to discuss. Ms. Reed asked about the meeting and conferences, instead of \$5,000 would like to change that to \$10,000. Ms. Reed stated the TML conference is coming in the month of October and if two or three members go that would be about the whole \$5,000 and would rather budget more now than have to come back with an amendment. Mr. Williams asked about the sales tax. Mr. Rice stated that this year the CDC will probably go over the \$700,000 projected and this is a conservative estimate that is below what we expect for the CDC to probably have by the end of they year. Mr. Williams stated he would like to see the meeting and conferences increased to \$20,000 instead of \$10,000. Ms. Reed stated that the Mayor and Mr. Ipaye informed the Board that they are moving in a new direction and more to economic development and that the Parks, Clean City Commission would be responsible for the parks which this board would be funded through the City, so recommended removing the 50% salary for the park maintenance employee as well as only paying the 5% base salary only for City Secretary and 5% base salary for Finance. Mr. Rice asked Mr. Ipaye about the line item for the Veterans Park development and how much should be budgeted. Mr. Ipaye stated that the minimum that would be required is about \$350,000, the plan was to divide the cost between the CDC, City, and County, but was not sure if the County would be able to. Mr. Rice stated that this would probably reduce the fund balance down to about \$1.1 million, but that is a healthy fund balance at the end of the year. Motion was made by Tony Williams to approve the proposed budget for the Willis Community Development Corporation FY 2022-2023 with the following amendments: a correction in FY 2022 to change the sales tax to \$744,000, the increase to \$20,000 for conferences and meetings, and the removal of park employee 50% salary, and only the 5% of the base salary for the City Secretary and Finance from interlocal government and add \$350,000 for the Veterans Park development. Sonda Toliver seconded the motion. Motion passed unanimously.

5. REPORTS

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

Mr. Williams stated the Juneteenth Celebration went very well and well attended. Ms. Reed stated the lights at Lindley Park do not work. Lisa Toliver the bathrooms at Lindley Park do not work, there is no pressure to flush the toilet. Mr. Ipaye stated that public works would be fixing the issue.

6. ADJOURN

Motion was made by Yolanda Harris to adjourn. Tony Williams seconded the motion. The meeting adjourned at 6:25 p.m.

Marissa Quintanilla, City Secretary