

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  
Sharon Luster, Vice President  
Anthony Williams, Board Member  
Lisa Toliver, Board Member  
Yolanda Harris, Board Member  
J. Rice, General Manager  
Marissa Quintanilla, City Secretary  
James Nowak, Chief of Police  
Taylor Whichard, Director of Public Works  
Beth Rodriguez, Director of Finance

And the following members absent: Mary Reed and Sonda Toliver, constituting quorum at which time the following business was transacted to-witi:

1. Call to order the regular meeting.  
Ms. 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 calls roll. Pledges are recited. Anthony Williams gives the invocation.
3. CITIZENS INQUIRY
  - a. Public Comments  
No public comments
4. CONSENT AGENDA
  - a. Approval of the minutes of the previous July 27, 2021, regular meeting and August 24, 2021, special meeting.
  - b. Approval of financial statements  
The Board discussed the Cintas invoice, and the Attorney's invoice. Ms. Rodriguez stated that Cintas invoice was for the toiletries used at the MLK Park. The Attorney's invoice would have to have journal entries made so that the amounts charged to the CDC are the correct amount. Motion was made by Sharon Luster to approve the consent agenda with the financials being adjusted to fix the error with the attorney's invoice. Tony Williams seconded the motion. Motion passed unanimously.
5. NEW BUSINESS
  - a. Discuss and take action on resolution for HOME funds application submission to provide single family housing rehabilitation/new construction for low to moderate income families.  
Ms. Rice stated that the resolution was to certify that the Willis CDC was in agreement of submitting an application. Ms. Rice stated that the board must state in the resolution how much matching funds are going to go towards each individual home and are required to match the project at 6.86%, so the

board will need to commit \$9,000 per project towards each home. Ms. Rice stated that in the application the board must show that we have \$40,000 in cash reserves. Tony Williams made a motion to approve a resolution for HOME funds application submission to provide single family housing rehabilitation/new construction for low to moderate income families. Yolanda Harris seconded the motion. Motion passed unanimously.

b. Discuss and take action on awarding bids for Lindley Park improvements.

Mr. Wind stated that bids were received at 10:00 a.m. and three bidders were received. Mr. Wind stated they were all close to each other. Mr. Wind stated the low base bid was \$678,239. Mr. Wind stated that they were hoping to get closer to \$600,000 but is surprised by the outcome. Mr. Wind stated that there were a couple of alternatives, one of them being a swing shade, if the board wanted to add it the bid would up about \$9,000. Mr. Wind stated that another alternate item was for a different type of material going under the parking lot. Mr. Wind stated that the cover for the basketball court has about a six-month lead time. Mr. Wind stated that this was put in the bid. Mr. Wind stated that something to consider would be if this item were taken out of the bid, it would shorten the timeline of getting the work for the park done to about four months, because everything else has a little bit more reasonable lead time to get it ordered and on site and built. So, the time frame would go from seven months to four months on construction, and the \$100,000 for the pavilion would be taken off and that would be under the \$600,000 budget. The board discussed the possibility of taking the pavilion out of the bid and the timeline of the construction of the park. The board also discussed leaving the pavilion in the bid as opposed to bidding it out as a separate item. The board was concerned that if they came back and bid it as a separate item the cost could possibly increase with the prices of steel being so unstable. Motion was made by Sharon Luster to award the bid for the Lindley Park Improvements to Pro-Comm Builders, LLC in the amount of \$678,239.15, and to amend the budget amount for this project. Yolanda Harris seconded the motion. Motion passed unanimously.

c. Discuss and take action on financially assisting the Willis Christmas Parade.

Mr. Rice stated that the CDC has participated in helping with the Christmas Parade in the past and they have a sponsor from Woodforest Bank. Mr. Rice stated that the amount they were requesting is \$2,215. Ms. Reed stated that in the past the board gave them money when the City was doing the Christmas Festival. Ms. Reed stated that when you award one person money and not another that is when a problem is located. Mr. Rice stated that this money is considered part of the promotional budget. The Board has promotional things it does that has been funded like the fireworks for July Fourth, Mr. Rice stated it brings people into Willis which in turn they spend money in the city's restaurants and stores, and the same thing for the parade. Ms. Reed stated Ms. Young-Hector was over the fireworks or was working and overseeing everything. Mr. Rice stated that there are other organizations that want to promote Willis and that is what the promotional budget is for. Ms. Luster stated that the board has been supporting the parade for 20 years. Ms. Reed stated that the point is when you for one you have to do for others and others have been turned down in the past. Ms. Reed also stated that someone from the board had to be a representative. The board discussed coming up with procedure to follow for when people or organizations asked for money. Motion was made by Tony Williams to approve the parade budget amount of \$2,215 and to appoint Sharon Luster as the liaison for communication. Lisa Toliver seconded the motion. Motion passed unanimously.

d. Discuss and take action on purchasing matching shirts for the Willis CDC Board and staff.

Ms. Quintanilla informed the board that shirts are hard to come by right now. So having matching shirts might be hard to do right now. The purple shirt has few quantities and is hard to come by. Motion was made by Yolanda Harris to approve the purchase of matching shirts for the Willis CDC Board and staff. Lisa Toliver seconded the motion. Motion passed unanimously.

- e. Convene into closed executive session as provided by the Texas Open Meetings Act under Section 551.072(deliberation regarding real property).

The Board convened into executive session at 6:28 p.m.

- f. Reconvene into open session to take action, if necessary, on matters deliberated in closed executive session.

The Board reconvened into opens session at 6:57 p.m. Motion was made by Sharon Luster to see the portable building through the public bid process. Tony Williams seconded the motion. Motion. Motion passed unanimously. Motion was made by Tony Williams to authorize J. Rice to negotiate the real property that was discussed in executive session. Lisa Toliver seconded the motion. Motion passed unanimously.

## 6. REPORTS

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

Tony Williams stated that several people have expressed their excitement about the HEB coming to Willis.

Sharon Luster would like to discuss at the next meeting about paying Bleyl Engineering for their work on Lindley Park. The Board planned their next meeting for November 30, 2021.

## 7. ADJOURN

Motion was made by Tony Williams to adjourn. Yolanda Harris seconded the motion. Motion passed unanimously. The meeting adjourned at 7:02 p.m.

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Marissa Quintanilla, City Secretary