



MINUTES: JANUARY 24, 2023
COMMUNITY DEVELOPMENT
CORPORATION
CITY OF WILLIS, TEXAS

Mary Reed, President
Tony Williams, Vice President
Lisa Toliver, Board Member
Yolanda Harris, Board Member
Sonda Toliver, Board Member
Leonard Reed, Board Member

Sheyi Ipaye, City 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
Tony Williams, Vice President
Lisa Toliver, Board Member
Leonard Reed, Board Member
Sonda Toliver, Board Member
Yolanda Harris, Board Member
Sheyi Ipaye, City Manager
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police

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

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 called roll; pledges were recited, and Tony Williams gave the invocation.
3. CONSENT AGENDA
 - a. Approval of the minutes from the previous meeting September 27, 2022
 - b. Approval of Financial Statements
Motion was made by Tony Williams to approve the consent agenda as presented. Leonard Reed seconded the motion. Ms. Reed asked for any further discussion none was received. Motion passed unanimously.
4. CITIZENS INQUIRY
 - a. Public Comments
No public comments.
5. NEW BUSINESS
 - a. Discuss and take action on the Juneteenth Budget for 2023
Ms. Reed went over the proposed budget for the Juneteenth Celebration for 2023. Ms. Reed stated the event would be held on June 17, 2023, at the MLK Park from 12 PM to 5 PM. Ms. Reed went over the budget with the board. Ms. Reed stated the cost for the T-shirts, flyers, food, sketch artist, face painters, mechanical bull, train, the miscellaneous items for gifts, prizes, and pay for helpers the total would be \$18,100. Motion was made by Tony Williams to approve the Juneteenth Budget for 2023 in the amount of \$18,100. Yolanda Harris seconded the motion. Motion passed unanimously.

- b. Discuss and take action on awarding bid for the Pine Circle Park Improvements
Mr. Wind stated this project was originally bid back in September, with a bid of around \$200,000. Mr. Wind stated that Pine Circle Park had been in the budget to add some parking and add a restroom building with utility connections. Mr. Wind stated that the board decided, based some items in the bid that had changed to rebid the project. Mr. Wind stated the project was rebid, but unfortunately the bids came in much higher. Mr. Wind stated the low bidder was at \$250,000. Mr. Wind stated the low bidder is someone who has done work for the City before and did not do qualified work so it is not someone they would recommend. Mr. Wind stated that if the board was to award the bid at this time their recommendation would be to award it to the second lowest bidder which is \$272,000. Mr. Wind stated it would be about \$72,000 increase from the original bid. Mr. Wind stated this is how bidding goes, it depends on the market. Mr. Wind stated the two bidders that had the lower bids the first time did not bid on this project, probably because they have gotten other work and too busy to work on this project. Mr. Wind stated that the one direct comparison we have is Pro Com Builders. Mr. Wind stated that they bid both projects and they were actually \$30,000 less on the second bid than the first bid. Mr. Wind stated it depends on the contractors what work they have, their available time. Mr. Wind stated the board had two options, if the board is to go with the recommendation to award the bid it would be for Pro Com Builders for \$272,000, or the other option would be to reject all bids at this time and decide on a later date to come back and rebid the project. Leonard Reed stated the board should table this project and look at it further down the road, or let the Parks, and Clean City Commission look at it. Mr. Reed stated that we went out for bids and the bids were higher, we might go out for bids in six months and the bids might be lower. Motion was made by Leonard Reed to reject all bids. Sonda Toliver seconded the motion. Motion passed unanimously.

6. REPORTS

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

- a. Engineer's Report
 - i. Update on Martin Luther King Park
Mr. Wind stated the work was complete. There was a minor issue with ADA requirements, that was fixed. Mr. Wind stated they do have an order with Entergy as far as the lighting but does not have a definite schedule when the light will be put in place.
- b. City Manager's Report
 - i. Report regarding Willis Veteran Memorial Park
Mr. Ipaye stated thanked the board for their willingness to support this project. Mr. Ipaye stated that the board had approved \$350,000 toward the Veteran Memorial Park. Mr. Ipaye stated that we would be going out for bids and would be advertise and would be back with some information. Mr. Ipaye stated there would be two or three engineers' firms that would be making presentations and board would see rendering of what it will look like.
 - ii. Report regarding solicitation of Commissioners for the Willis Park, Clean City and Beautification Commission
Mr. Ipaye stated that concerning the Park, Clean City and Beautification Commission which, was discussed a few months ago, has been established but is vacant. Mr. Ipaye stated he has looked at the Boards mission and goals and almost each goal has to do with housing and park improvements. Mr. Ipaye stated he feels it would be reasonable for some of the CDC members to consider the Park, Clean City and Beautification Commission. Mr. Ipaye stated he forwarded some information to the CDC of what is expected to be the function of the CDC. Mr. Ipaye stated that the main function of the CDC is to retain and expanded existing business in Willis, with the second function being to actively recruit potential businesses to locate to Willis, the third is to assist employers with site selection, acquisition and development, the fourth function is to assist existing and potential employers training and the last function is to establish a strategy for development of Willis downtown as an economic opportunity for everyone.

Mrs. Reed asked for reports from Board. Mr. Williams thanked the board for allowing him to attend the two conferences, they were very important. Mr. Reed stated that when Mr. Ipaye spoke about the CDC and the Clean City Commission, he spoke about the expectations going forward. Mr. Reed stated that going forward it will be the CDC's responsibility to make those contacts, the City staff could not do that, it will be expected of the CDC to make those business contacts and those visits so that we can see what they need and try to recruit new businesses. Mr. Reed stated that there are also several businesses that want to start a Chamber of Commerce, and this will fall

under the CDC umbrella as well. Mr. Reed also stated he would be interested in meeting the week before the Council meeting instead of the after and meet every month instead of every other month. Mr. Reed stated this way if there is something the Council needs to approve, we do not have to wait another month before it can be approved. Ms. Reed asked when the Clean City Commission would be established who would be on the CDC and who would be on the Clean City Commission. Mr. Ipaye stated that he is hoping to be able to fill the board by next month. Mr. Ipaye stated that the Chief of Police James Nowak would be retiring at the end of the month.

7. ADJOURN

Motion was made by Yolanda Harris to adjourn. Leonard Reed seconded the motion. Motion passed unanimously. The meeting adjourned at 6:03 p.m.

Marissa Quintanilla, City Secretary