



**MINUTES: APRIL 11, 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  
Lisa Toliver, Board Member  
Leonard Reed, Board Member  
Sonda Toliver, Board Member  
Yolanda Harris, Board Member  
Sheyi Ipaye, City Manager  
Marissa Quintanilla, City Secretary  
Alton Nelson, Lieutenant

And the following members absent: Tony Williams, 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; Tony Williams was absent. Pledges were recited. Mr. Ipaye gave the invocation.
3. CONSENT AGENDA
  - a. Approval of the minutes from the previous meeting January 24, 2023
  - b. Approval of Financial Statements  
Ms. Reed asked for any questions on the consent agenda. None were received. Motion was made by Sonda Toliver to approve the consent agenda. Leonard Reed seconded the motion. Motion passed unanimously.
4. CITIZENS INQUIRY
  - a. Public Comments  
No public comments
5. NEW BUSINESS
  - a. Discuss and take action on moving meeting from bi-monthly to the second Tuesday of every month  
Mr. Ipaye stated that the reason to consider this, is it will allow the CDC to meet the week before Council meets, and if Council needs to make decision on issues it will not take a month. Ms. Reed ask for any questions. None were received. Motion was made by Leonard Reed to move the Willis Community Development meetings from bi-monthly to the second Tuesday of every month. Sonda Toliver seconded the motion. Ms. Reed asked for any further discussion. None was received. Motion passed unanimously.
  - b. Discussion on Request for Proposals for the Willis Veteran Memorial Park  
Mr. Ipaye stated that this has been discussed in the past and wanted the Board to be aware of what was going on concerning the park. Mr. Ipaye stated that a proposal has been written and will be advertised and

engineers will submit bids. Mr. Ipaye stated that it was brought to his attention that instead of calling it request for proposals it should be request for qualifications. Mr. Ipaye stated with request for qualifications we would be looking at engineering firms. Once you pick an engineering firm, the firm well then go and bid for contractors. Mr. Ipaye stated he did not want to go this route because it will cost more to go that direction. Mr. Ipaye stated he would like to have qualified proposal that have designed the park based on the requirements in the proposal and bring rendering of what they are proposing along with the cost of the project and based on the proposals the CDC and City Council would award the project. Mr. Ipaye stated he does not want to exceed one million dollars, and if we go with engineering firm, we may not be able to do it for one million. Mr. Ipaye stated the attorney is working on the request for qualifications. Mr. Ipaye stated that he would have more information at the next meeting.

c. Discussion on ongoing development projects

Mr. Ipaye stated that we wanted to keep the Board informed on ongoing development projects in the City. Mr. Ipaye stated there are apartment complex, tire store and several others. Mr. Ipaye went over a few of the projects which included Cannan Multi Family Complex, will be 144 units and will take two years to complete. The Caliber Collison at 201 Lincoln Ridge, will create six jobs and will take a year to complete. The Discount Tire will be located at 9862 FM 1097 West, will bring in 12 jobs and will take sixteen months to complete. Galaxy Fuel, 408 Danville is being considered. Market at Willis Apartments, 252 units. Mr. Ipaye spoke about Evrdrive located at 13391 FM 1097 East. Mr. Ipaye stated they are selling vehicles online. Mr. Ipaye stated that they are coming in with 15 jobs. Mr. Ipaye stated they have already opened. Mr. Ipaye asked for questions. None were received.  
Ms. Harris entered the meeting at 5:43 PM

d. Update on HOME Program

Mr. Ipaye stated that in the budget only \$80,000 was budgeted. Mr. Ipaye stated there is very little that amount can do. Mr. Ipaye stated that according to staff, Willis CDC liked to build homes. Mr. Ipaye stated that building from the ground up would exceed \$80,000. Mr. Ipaye stated if the Board was still interested in building homes, then the amount would need to be increase, and then investigate the possibility of receiving grant funds. Mr. Ipaye stated that there are some programs that maybe available from the state. Mr. Reed stated that the \$80,000 was a match. Mr. Reed stated that houses were built when we were able to get \$350,000 grant from the state. Mr. Reed stated the state basically stop doing those grants anymore. Mr. Reed stated that Public Management use to do those grants for us, and when he asked them about it, they stated that they no longer do those because no one receives those grants anymore. Mr. Reed stated that J. Rice the Director at the time came to the Board and stated that his daughter could get a grant to build houses for \$100,000 or \$120,000. Mr. Reed stated the Board contracted with her to go through the process to do this. Mr. Reed stated that when we were doing the homes in the past the grant writer did not get paid until the grant was received. Mr. Reed stated that Mr. Rice's contract called for the grant writer to be paid for any work done regardless of any grants were received or not. The Board continued to discuss the possibility of looking into other programs that would be available to be able to help the citizens in need, and to search out other grant writers beside who we currently use. Mr. Ipaye stated that at the next meeting he would have a selection of grant writing firms for the Board.

6. REPORTS

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

Mr. Reed stated that he had been to see Ms. Josey Billnoske and she had asked to say hi to everyone. Mrs. Reed stated the there was still a vacancy on the Board and wanted to know how it was going to be handled. Mr. Ipaye stated he would speak on that a little during his report.

a. City Manager's Report

1. Proposed Willis CDC FY 2023-2024 Budget

Mr. Ipaye stated that the board has discussed allowing some of the Board members to move the Willis Park and Clean City Commission. Mr. Ipaye gave the Board a copy of the Willis Park and Clean City Commission Goals and Objectives. Mr. Ipaye stated the Commission would be discussing the aesthetic of the City, making sure everything is clean, neighborhood and parks and things like that and housing. Mr. Ipaye stated this is everything the Board is doing now that Park and Clean City is going to be doing. Mr. Ipaye stated that the main job of the CDC is economic development, business retention and business expansion, how do we begin to bring businesses to our city. Mr. Ipaye stated we are to be recruiting

businesses to locate or relocate to Willis, assist employers with site selection, acquisition, and development, assisting business employers in meeting their training needs. Also establish strategies for the development of downtown as our economic development hub. Mr. Ipaye stated that one of the things that the CDC is also supposed to do is to think about the establishment of Chamber of Commerce. Mr. Ipaye stated that he is providing this to the Board so that they know what the goals and objectives are for the Park and Clean City Commission and the Willis CDC.

Mr. Ipaye went over the proposed budget with the Board. Mr. Ipaye stated that he expects to bring in minimum \$950,000 for sales tax revenue and interest income of \$50,000. Mr. Ipaye stated that the proposed revenue for FY 23-24 will be \$950,000. Mrs. Reed asked if this was coming from sales tax. Mr. Ipaye stated this was correct. The Board continued to discuss the proposed budget. Mr. Ipaye stated that the budget will be balanced. Mr. Ipaye stated that if anyone had any questions between now and the next meeting to please contact him. Mr. Ipaye stated that board has plans for the CDC and the Park and Clean City Commission, everything the CDC is doing right now falls under the Park and Clean City Commission and the CDC will be a new venture. Mr. Ipaye stated that the Park and Clean City Commission needs to be established and we need to move forward.

7. ADJOURN

Motion was made by Leonard Reed to adjourned. Sonda Toliver seconded the motion. Motion passed unanimously. The meeting adjourned at 6:28 p.m.

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Marissa Quintanilla, City Secretary