

WILLIS COMMUNITY DEVELOPMENT CORPORATION
Notice of Meeting
March 27, 2012
5:00 p.m.
Willis City Hall
AGENDA

1. Joint meeting with Willis Community Development Corporation to discuss and take action to approve the first amendment to the Economic Development Agreement for Sam Houston Town Center.
2. Joint meeting with Willis Economic Development Corporation to discuss and take action on Longstreet street improvements on the east side of I-45.
3. Joint meeting with Willis Economic Development Corporation to discuss the Downtown Willis Elevated Water Storage and its historical nature.
4. Public Comments
5. Review and approve minutes from January 24, 2012 meeting.
6. Review and approve financial statements.
7. Presentation of January and February Citizens of the Month. Name March and April Citizens of the Month.
8. Discuss and take action on purchase bids for CDC owned lots in Turner Heights.
9. Discuss and take action on the Community Recreation Center for YMCA programs.
10. Discuss and take action on participating in the Texas Historical Commission Main Street Program.
11. Discuss and take action on appointing a selection committee to review proposals for architectural services to restore and renovate the Willis Museum. The committee will ultimately make a recommendation to the Board of Directors.
12. Elect officers for the coming year.
13. Reports and comments from Directors and staff.

Dated this 23rd day of March, 2012.

CITY OF WILLIS, TEXAS

Brenda Burns, City Secretary

I, the undersigned authority, do hereby certify that the above Notice of meeting of the Willis Community Development Corporation of the City of Willis is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin board, in the City Hall of said City in Willis, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on March 23, 2012 at 3:00 p.m. and remained so posted continuously for at least 72 hours preceding scheduled time of said meeting.

Dated this the 23rd day of March, 2012.

CITY OF WILLIS, TEXAS

Brenda Burns, City Secretary

It is the policy of the City of Willis to afford disabled persons maximum access to all public meetings. The City of Willis will make reasonable accommodations to address the needs of persons with vision or hearing impairments or other disabilities, including the provision of readers or sign language interpreters when requested reasonably in advance.

Willis Community Development Corporation
Board of Directors
March 27, 2012
Minutes

The Board convened the meeting at 5:30 p.m., with Rod Broussard, Vice-President presiding. The following members were present; Tamara Young-Hector, Mike Davis, Rod Broussard, Sheila Patrick, John Lovelady, and Sharon Luster. Also in attendance were Brenda Burns and J. Rice. Patricia Harvey was absent.

1. Joint meeting with Willis Community Development Corporation to discuss and take action on Longstreet street improvements on the east side of I-45.
Mr. Forestier stated Longstreet Road would have increased traffic due to the construction of Love's. Bleyl estimated the cost to be \$160,000 which would fall within the 25% allowable for a change order on the existing project without going out for bid. J. Rice stated the project was eligible and has targeted infrastructure for community development. He recommends both board consider and approve, the CDC will pay from reserves and EDC will fund with CO's already issued. Mike Mathena stated the road would be widened to 22 feet with work being done on the ditches. The road would be completely rebuilt except for the base. James Patrick made a motion to accept and move forward with the project to be funded from CO's. Hector Forestier seconded the motion. Motion carried unanimously.
Mike Davis made a motion to move forward and fund out of reserves. Tamara Young-Hector seconded the motion. Motion passed unanimously.
2. Joint meeting with Willis Community Development Corporation to discuss the Downtown Willis Elevated Water Storage and its historical nature.
Mr. Forestier stated if the city removed the water tower a ground level storage tank would have to be installed. The cost to remove would be \$120,000, to make operational it would be \$383,000 and to leave standing but not operational would be \$300,000. The item was for discussion only because of the historical nature of the structure. Rod Broussard discussed moving the tank itself to the future museum location. Mr. Forestier stated the item was strictly informational for the boards to think about and make a decision on later.
3. Joint meeting with Willis Community Development Corporation to discuss and take action to approve the first amendment to the Economic Development Agreement for Sam Houston Town Center.
J. Rice stated the development agreement was approved previously and would be amended now to include the sites of Burger King and Walgreens. This would make the payback of the infrastructure sooner for the City. Motion was made by Sharon Stone to approve the 1st amendment. Hector Forestier seconded the motion. Motion passed unanimously.
Sharon Luster made a motion to approve the 1st amendment. John Lovelady seconded the motion. Motion passed unanimously.
4. Public comments.
No comments.
5. Review and approve minutes from January 24, 2012 meeting.

Motion was made by John Lovelady to approve the minutes as written. Tamara Young-Hector seconded the motion. Motion passed unanimously.

6. Review and approve financial statements.

J. Rice stated the 380 agreement payment has not been made. Motion was made by John Lovelady to approve the financial statement and bill payments as presented. Tamara Young-Hector seconded the motion. Motion carried unanimously.

7. Presentation of January and February Citizens of the Month. Name March and April Citizens of the Month.

Rod Broussard stated he would deliver the January Citizen of the Month certificate to Brett Jimerson. Mike Davis presented the February Citizen of the Month to Sheila Patrick. Rod Broussard nominated Teresa Herod as the March Citizen of the Month. Mike Davis seconded the motion. Motion passed unanimously. John Lovelady nominated Dane Castleschouldt as the April Citizen of the Month. Rod Broussard seconded the motion. Motion passed unanimously.

8. Discuss and take action on purchase bids for CDC owned lots in Turner Heights.

J. Rice asked John Lovelady to recuse himself from the discussions as a bidder on the lots. John Lovelady exited the meeting. J. Rice read the following bids submitted: Archie Wilkerson-\$2,730.00 and John Lovelady-\$7,500.00. John Lovelady appears to be the high bidder and Mr. Rice would get with the City Attorney to prepare a deed. Mike Davis made a motion to accept the high bid from John Lovelady in the amount of \$7,500.00. Tamara Young-Hector seconded the motion. Motion passed unanimously.

John Lovelady returned to the meeting.

9. Discuss and take action on the Community Recreation Center for YMCA programs.

Mandy Stelzer updated the board on some donations that were received. A television, ping pong table and tables were donated. Theft has been occurring so she was requesting bars to be placed on the inside so that the bars can be opened while they are there. Requesting chairs for the tables that were donated and a couch to watch the television from. Also, requesting a computer in order to play games. Mr. Forestier, City Manager stated the City had some chairs and a couch they could donate. Mike Davis stated he had a computer to donate. J. Rice stated the board could make capital improvements, just have to stay away from operations and maintenance. Sharon Luster made a motion to fund \$980 towards bars or shutters on the windows and \$349 for games for the computer. Mike Davis seconded the motion. Motion passed unanimously.

10. Discuss and take action on participating in the Texas Historical Commission Main Street Program.

J. Rice stated this is a program for local communities. If the community is a member of Texas Historical Commission the community can get technical assistance on how to develop a downtown district. There are grants associated with the program for up to \$150,000 with a match of \$150,000, but the program is very competitive. The community has to hire a main street coordinator to coordinate the downtown events and projects to redevelop the downtown area. Mr. Rice felt that at the point the State

widens FM 1097 West and install the sidewalks this could become the downtown area. Mr. Rice state this was informational and no action was needed at this time.

11. Discuss and take action on appointing a selection committee to review proposals for architectural services to restore and renovate the Willis Museum. The committee will ultimately make a recommendation to the Board of Directors.

J. Rice stated there were thirteen architects that submitted RFQs. He was recommending that a selection committee be appointed to review and submit a recommendation to the board. Motion was made by John Lovelady to appoint Rod Broussard, Mike Davis, Tamara Young-Hector, Kenneth or Beverly Vornsand, and person from the black community chosen by Tamara Young-Hector. Sharon Luster seconded the motion. The committee will meet on April 26th at 3:00 p.m. at City Hall. Motion passed unanimously.

12. Elect officers for the coming year.

Item was tabled.

13. Reports and comments from Directors and staff.

All board members welcomed new member Sheila Patrick.

Julia Lee gave an update on Keep Willis Beautiful and the yard of the quarter for businesses. She requested to be placed on next month's agenda.

Tamara Young-Hector invited everyone to the MLK Park for lunch provided by local area from 2:00 to 6:00 p.m. on Sundays.

Rod Broussard discussed the Listening Committee he was appointed to by United Way.

Motion was made by Tamara Young-Hector to adjourn the meeting. John Lovelady seconded the motion. Motion carried unanimously. The meeting adjourned at 6:50 p.m.

Mike Davis, Secretary