

The City Council of the City of Willis, Texas convened in regular session at the city hall on the date and time aforesaid, with the following members present:

Leonard Reed, Mayor  
Tom Luster, Mayor Pro-Tem  
Barney Stone, Council Member  
Thomas Belinoski, Council Member  
William Brown, Council Member  
Robert Evans, City Manager  
Larry Foerster, City Attorney  
Marissa Quintanilla, City Secretary  
James Nowak, Chief of Police  
Steven Hill, Director of Community Development  
Rachel Kulhavy, Director of Finance  
Jonny Green, Interim Director of Public Works.

And the following members absent: Teresa Herod, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.  
Mayor 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.  
Mayor called rolled. Teresa Herod and William Brown were absent at the time of roll call.  
Pledges were recited.  
Larry Foerster gave the invocation.
3. CITIZENS INQUIRY
  - a. Presentation of life-saving awards to Sgt. Adam Culak, Sgt. Jonathan Povsha, and Officer Patrick Murphy  
Chief of Police, James Nowak presented Sgt. Adam Culak, Sgt Jonathan Povsha and Office Patrick Murphy with plaques and pins for their contributions for their life saving measures while helping citizens in distress.

Councilman William Brown entered the meeting at 5:40 p.m.

4. CONSENT AGENDA
  - a. Consider the minutes of the previous meetings: December 17, 2019
  - b. Approval of accounts payable
  - c. Approval of financial statements and tax collection reports
  - d. Willis Police Department Policy 5.1 Departmental Records  
Mayor asked for questions or comments on the consent agenda. None were received. Mayor and Council approved the consent agenda by unanimous consent.
5. ORDINANCES  
First Reading
  - a. An ordinance enacting and adopting a supplement to the Code of Ordinances for the City of Willis and declaring an emergency.  
Mayor read the caption and stated this was the first reading, no action was to be taken. No questions or comments from the Council.

## Second Reading

- a. An ordinance amending the City code of ordinances by amending title XV, Chapter 155, "Zoning", by reclassifying certain lots in the F.K. Henderson Survey, and Rainbow Addition.  
Mayor read the following caption. " AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS AMENDING THE CITY CODE OF ORDINANCES BY AMENDING TITLE XV, CHAPTER 155, "ZONING," BY RECLASSIFYING ON THE CITY'S OFFICIAL ZONING MAP FROM A "R1" SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT TO "R2" RESIDENTIAL SITE BUILT HOME/MANUFACTURED HOME ZONING DISTRICT THOSE CERTAIN LOTS IN THE F. K. HENDERSON SURVEY FOUND IN SECTION II IN THE OAK MEADOWS ADDITION, SECTION I IN THE OAKS WOODS ADDITION, AND SECTION II OF THE NORTH FOREST ADDITION; BY RECLASSIFYING ON THE CITY'S OFFICIAL ZONING MAP FROM "R2" RESIDENTIAL SITE BUILT HOME/MANUFACTURED HOME TO "R1" SINGLE-FAMILY RESIDENTIAL DISTRICT THOSE CERTAIN LOTS IN THE F. K. HENDERSON SURVEY FOUND IN SECTIONS III, IV AND V OF THE NORTH FOREST ADDITION; BY RECLASSIFYING ON THE CITY'S OFFICIAL ZONING MAP FROM "GI" GENERAL INDUSTRIAL DISTRICT TO "GC" GENERAL COMMERCIAL DISTRICT THOSE CERTAIN LOTS IN BLOCKS 1 AND 6 OF THE RAINBOW ADDITION IN THE TOWN OF WILLIS, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PUBLICATION." Motion was made by Thomas Belinoski to approve an ordinance amending the City code of ordinances by amending title XV, Chapter 155, "Zoning", by reclassifying certain lots in the F.K. Henderson Survey, and Rainbow Addition. Barney Stone seconded the motion. Mayor asked for questions or comments, none were received. Motion passed unanimously.

## 6. NEW BUSINESS

- a. Consider letter of agreement with Waste Management on the CPI weighted rate increase.  
Terry Woodson of Waste Management, stated that part of the waste management contract terms, every two years the City is subject to a price increase. Ms. Woodson stated that last time the way the increase was calculated was changed to what they felt was a fair representation. Ms. Woodson stated that the rate increase this time would be 3.6%. Mayor asked for any questions. Thomas Belinoski asked about the compact front end containers, asked if they are allowed to have bigger compactors. Ms. Woodson stated that they are allowed. Motion was made by Tom Luster to accept the Waste Management CPI weighted rate increase of 3.6%. William Brown seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.
- b. Consider approval of a change order for the electrical panel at Martin Luther King Park.  
Robert Evans recommended the item be tabled due to not having received a recommendation from the Willis Community Development Corporation. Motion was made by Barney Stone to table item 6b. Tom Luster seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.
- c. Consider approval of a change order for Mill Street culvert replacement.  
Jonny Green stated this was a change order for the Mill Street culvert replacement, which is complete. Mr. Green stated that the change order was to close out the project and was to credit the City for the asphalt, which was provided by the County. Mr. Green stated the total change to the contract would be a deduction of \$1,329. Motion was made by Thomas Belinoski to approve the change order for the Mill Street culvert replacement for the deduct amount of \$1,329. Tom Luster seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.
- d. Discuss and take action if necessary, to proceed with the condemnation process for the acquisition of a City utility easement on the property of the Valero convenience store located at the corner of State Highway 75 and Calvary Road in Willis.  
Larry Foerster stated that for about a year staff has been trying to reach out to Valero about the easement. Mr. Foerster stated that letters had been sent out to the company and have heard no response. Mr. Foerster stated that given the time constraints staff is asking Council for approval to move forward with the condemnation process. Mr. Foerster went over the condemnation process with Council, stating the first

step was for the City to make an initial offer based on an appraisal, which Mr. Foerster stated at this time we were relying on Montgomery County's Appraisal District. Mr. Foerster stated that the Appraisal District's appraisal for the property is \$1,471, and recommended the Council authorized the City to make an initial offer for the acquisition of the utility easement for \$1,471. Mr. Foerster stated that if no response is received, at the next meeting he will propose a resolution to proceed with condemnation, which would be the final offer, and authorize the City to proceed with condemnation lawsuit. Mr. Foerster stated that once the lawsuit is filed, the City can urge the court to appoint three special commissioners', whom are selected by the Judge. There will be a special hearing, where they will hear testimony from the City and property owner. Once they determine the value, the City will submit the figure into the registry of the court and can then proceed on with completing the utilities on Highway 75. Motion was made by Thomas Belinoski to propose purchasing a 570 sq. feet easement for the appraised value of \$1471, and to authorize the City Attorney and City Manager to continue the condemnation procedures of eminent domain. Barney Stone seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- e. Consider approval on the hiring of a Police Officer related to personnel employed by the Police Department.

Chief Nowak stated that they have interviewed a potential employee, Brittany Joswiak who is the second cousin to the department clerk Talisha Raney. Chief Nowak stated that the applicant nor the clerk will have any type of supervisory relationship. Motion was made by William Brown to approve the hiring of a Police Officer related to personnel employed by the Police Department. Barney Stone seconded the motion. Mayor asked for any questions. None were received. Motion passed unanimously.

## 7. REPORTS

Input from Council related to issues for possible inclusion on future agendas; related to issues such as (but not limited to) municipal projects, personnel, public property, development, and other city/public business.

- a. Engineer's report

- 1. WWTP rehabilitation and expansion

Derek Wind stated the project was still on schedule. The contractor has completed the rebar for the clarifier, and yard piping has started.

- 2. Utility Extension on SH 75 North

Mr. Wind stated that the progress is good. Contractor is potentially ahead of schedule on the line work. Mr. Wind stated about 75% complete on line work.

- 3. Martin Luther King Park Update

Jennifer Steen stated that splash pad, playground equipment and restroom all had about 12 weeks lead time. Ms. Steen stated that all items should be on site in about three to four weeks. Ms. Steen stated that contractor would start demoing the playground structures this week, in preparation for all the fill work that has to be done before the splash pad comes in. There will be no playground equipment at the park for about one month. Ms. Steen stated that they have graded out and have gotten the driveway and sidewalks ready, and have installed some storm drain. Ms. Steen stated that there is a gas line conflict that they are working with Centerpoint Energy to get relocated. Ms. Steen stated there is also a really old 2" service line that the City will be able to relocate. Ms. Steen stated that as soon as those lines are relocated the install of the driveway and sidewalks should go pretty quick.

- 4. Mill Street Drainage

Mr. Wind stated the Mill Street drainage project was completed and showed the Council a picture of the end result.

- b. City Manager's report and updates

- 1. Director of Public Works Position

Mr. Evans stated the Public Works Director would start on February 4, 2020 and that Jonny Green would be shadowing him for a few weeks.

- 2. Staff Calls

Mr. Evans stated that staff had started staff calls every Wednesday, and staff is reviewing the personnel policy manual. Mr. Evans stated that this also gives staff the opportunity to get coordinated on other things as well.

- 3. Liaisons with local Churches

Mr. Evans stated that he's had a few requests for past relationship with churches, special recognition. Mr. Evans stated that he'd like to be part of minister's alliance. Mayor stated that the churches use to have a minister's alliance and he use to attend those meetings, but they don't have that anymore. The Mayor stated he'd like to invite a church for the invocation, and not just the Pastors, but also the congregation.

4. Minority Advocacy Association

Mr. Evans stated that he received a few calls wanted to put the City's name with their organization stating "works with". The Mayor asked if we are working with any associations. Mr. Evans stated that we are not. Mayor and Council stated that this is the first they heard of this.

8. ADJOURN

Motion was made by Barney Stone to adjourn. Thomas Belinoski seconded the motion. Motion passed unanimously. The meeting adjourned at 6:29 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary