

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: none, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.
Mayor Pro-Tem Tom Luster 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 Pro-Tem called roll. Mayor Reed was absent
Pledges were recited.
Councilman Brown gave the invocation.
3. Administer Oath of Office to Teresa Herod to fill Vacancy of Council Member Place No. 1
Teresa Herod was sworn in as Council Member Place No. 1 by City Attorney Larry Foerster.
4. JOINT PUBLIC HEARING
 - a. Joint public hearing with the Planning and Zoning Commission to hear comments from the public concerning the proposed rezoning of:
 1. Oak Meadows Section II Lot 38, Oaks Woods Section 1, Block 1 Lots 1 and 2, North Forest Section II Lots 1 through 16, in the F.K. Henderson Survey, Town of Willis, Texas from "R1" Single-Family Residential District to "R2" Residential Site Built Home/Manufactured Home District.
 2. North Forest Section V Lots 1 through 11, North Forest Section IV Block 1, Lots 6 through 24, Block 2, Lots 11 through 40, Block 3, Lots 6 through 23, North Forest Section III, Block 1, Lots 1 through 5, Block 2, Lots 1 through 10, Block 3, Lots 1 through 5, in the F.K. Henderson survey, Town of Willis, Texas from "R2" Residential Site Built Home/Manufactured Home to "R1" Single-Family Residential District to District.
 3. Block 1 Lots 1 through 7, Block 1, Lots 12 through 14, and Block 6, Lots 1 through 3, in the Rainbow Addition, Town of Willis, Texas from "GI" General Industrial District to "GC" General Commercial District.
Luther Powell and Bill Buller from the Planning and Zoning Board were present for the joint public hearing.

Steven Hill stated that this has been an ongoing study on the zoning of the above areas. Mr. Hill stated that the conclusion was the area had been zoned incorrectly. Mr. Hill stated this was a correction. Mr. Hill stated that the Planning and Zoning Board had met and approved the zoning changes. There were no comments or questions from the public. The public hearing closed at 5:37 p.m.

5. CITIZENS INQUIRY

No Citizens inquiry.

6. CONSENT AGENDA

- a. Consider the minutes of the previous meetings: November 19, 2019
 - b. Approval of accounts payable
 - c. Approval of financial statements and tax collection reports
 - d. Willis Police Department Policy 4.12 Community Outreach and Customer Service
 - e. Willis Police Department Policy 7.24 Immigration Enforcement Issues
- Mayor Pro-Tem asked for questions or comments on the consent agenda. None were received. Mayor Pro-Tem and Council approved the consent agenda by unanimous consent.

7. ORDINANCES

First 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 Pro-Tem reads the caption for the ordinance. Mayor Pro-Tem stated this was the first reading no action was to be taken.

8. NEW BUSINESS

- a. Consider approval of a variance request from Antioch Missionary Baptist Church for fireworks on December 31, 2019 from 7:30 p.m. to midnight for Watch Night (celebration of the New Year).
Mr. Evans stated that staff has looked into this and unless it is a novelty item like sparklers or poppers, it is difficult to know what type of firecrackers that are used, and does not recommend approval. Chief Nowak stated that in the past the City has done variance request for fireworks shows, for the City, American Legion, and Gator Motorplex. Chief stated that these were shows that are put on by firework vendors, with insurance, who provided a plan showing the fallout area, and the type of fireworks that are being used. Chief Nowak stated that the City has never given a variance for individuals. Motion was made by Thomas Belinoski to not approve a variance request from Antioch Missionary Baptist Church for fireworks on December 31, 2019. Barney Stone seconded the motion. Motion passed unanimously.

Mayor Reed entered the meeting at 5:47 p.m.

Mayor Pro-Tem turned the meeting over to Mayor Reed.

- b. Consider approval of payments of up to 75% of stored materials on hand for the US 75 North Utility Extension project.

Derek Wind stated this was discussed at the last meeting. Mr. Wind stated that they are installing utilities on 75 North. The total cost of the project is about two million dollars. Mr. Wind stated that the contractor has requested the City pay for materials on hand. Mr. Wind stated that the original contract showed that the City would pay 0% for materials on hand. For a project of this size, it is common to help pay out with paying a percentage of the materials on hand so that they are able to have the materials on site and available to continue and stay on schedule for the project. Mr. Wind stated that they recommended revising the contract to say the City will pay 75% of materials on hand. Mr. Evans stated that this is not increasing the cost of the contract, just the timing of when the City pays them. Mr. Wind stated this was correct. Mayor asked for questions. None were received. Motion was made by Thomas Belinoski to approve payments of up to 75% of stored materials on hand for the US 75 North Utility Extension project. Tom Luster seconded the motion. Motion passed unanimously.

- c. Consider approval of field order 3 for the Waste Water Treatment Plant Expansion. Mr. Green stated this field order has two items. Item number one is to add drain lines to be able to drain the area by gravity instead of pumping them out. This would allow us to drain by gravity without having the cost of renting equipment each time they need to be pumped out. Mr. Green stated the cost of adding the drain lines is \$46,205. Mr. Green stated the second item on the change order was to change the control building from a new form type, to concrete blocks with a cost reduction of \$7,030 for a total change order cost of \$39,175. Mr. Green stated this would come out of the cash allowance that has already been approved as part of the contract and will not increase the cost of the contract. Mayor asked for questions. None were received. William Brown made a motion to approve field order 3 for the Waste Water Treatment Plant Expansion for \$39,175. Barney Stone seconded the motion. Motion passed unanimously.
- d. Discuss and consider awarding Worsham Street Drainage Project, associated to the City of Willis CDBG-DR Contract No 19-076-030-B387, to Walsh Construction Company, LLC in the amount of \$98,700, contingent upon receipt of GLO issuance of the Authority to Use Grant Funds (AUGF). Derek Wind stated that this project is from the 2016 disaster recovery funds the City was allocated a little over a million dollars to do drainage projects within the City. Mr. Wind stated that there were two projects identified and decided to bid separately. Mr. Wind stated that one is a specialty product that will be bidding later for lining storm sewer and did not want the general contractor paying an upcharge to subcontract to a lining company. Mr. Wind stated this was the first part of the project, which does not include the lining. Mr. Wind stated this was for Worsham Street, which is upstream of the creek that goes down through the Moran property, and the current road crossing is one of the old steel railcar type of culverts and there is deterioration of the culvert as well as the upstream and downstream causing a lot of erosion. Will be replacing the culvert with a box culvert and putting in head walls on either side or cleaning out the ditch upstream and downstream. Mr. Wind stated the low bid was from Walsh Construction for \$98,700. Mr. Wind stated they called reference and all had stated that they have done good work. Mr. Wind stated that they were recommending award to Walsh Construction. Mayor asked for questions. Thomas Belinoski asked if they were cleaning up upstream would they be cleaning up all the way to FM 1097. Mr. Wind stated that they would not, that the intent was not to disturb areas upstream and keep the same or would be an added cost. Barney Stone made a motion to award the Worsham Street Drainage Project, associated to the City of Willis CDBG-DR Contract No 19-076-030-B37, to Walsh Construction Company, LLC in the amount of \$98,700, contingent upon receipt of GLO issuance of the Authority to Use Grant Funds (AUGF). William Brown seconded the motion. Motion passed unanimously.
- e. Discuss and take necessary action on a request to provide water and sewer services to the proposed Lusk RV Park development, subject to results of a feasibility study, approval of a development agreement, and possible annexation. Mr. Green stated that this was a 20-acre site just outside the city limits on FM 1097 east across from Ameritex. Mr. Green stated that the Lusk's are looking into purchasing the property and developing an RV Park, and are requesting water and sewer services from the City. Mr. Green stated that an escrow account has been set up and have began work on a feasibility study to see if the City has the capacity to service the property. Mr. Green stated that this was being brought to Council as a preliminary step to make sure there were no red flags, or roadblocks that may halt this down the road. Mr. Green stated that this is still contingent upon the completion of our water and sewer study, working on a development agreement, with any impact fees as well as any cost sharing for any improvements that might be needed on the water and sewer side, as well as possible annexation, or providing services at outside city rates. Mr. Green stated that staff was looking for approval to proceed with these steps and for Council to discuss the proposed RV Park site. Mayor asked what staff was looking for from the Council. Mr. Evans stated that they are wanting an intent, if possible, if everything works out, will the City provide services, so that the Lusk's can buy the property. Mr. Green stated that they are wanting a preliminary approval on water and sewer services contingent upon the completion of the study and development agreement. Mayor stated he did not have problem with the City providing water and sewer services if the City has the capacity,

but anything beyond that Council is not in the position to make any decision outside of that at this time. Thomas Belinoski agreed that when the feasibility study was completed and if the City had the capacity to provide services then it would be a benefit to the City. Barney Stone asked how large a space would it be. Mr. Green stated it was 20 acres, and the RV Park would have 190 spaces. No action was taken.

9. 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. William Brown thanked Bleyl Engineering for the Christmas gifts. Thomas Belinoski wished everyone a Merry Christmas and a safe holiday. Mayor also wished everyone a Merry Christmas and a happy New Year on behalf of the City.

a. Engineer's report

1. WWTP rehabilitation and expansion

Derek Wind updated the Council on the WWTP rehabilitation and expansion. Mr. Wind stated that contractor is almost complete with the structure, and are moving on to yard piping. Mr. Wind stated that the project was on schedule.

2. Utility Extension on SH 75 North

Mr. Wind stated that everything north of Calvary Road, as for what is going underground is complete. Mr. Wind stated that the lift station wet well is complete, the piping and electrical panel will be done towards the end of project. Mr. Wind that they have started south of Calvary Road. Mr. Wind stated that at Longstreet the line is complete, has been tested and put online.

3. Mill Street Drainage

Mr. Wind stated that the culverts are in and all the subgrade of the road is put in and are also finishing the compaction. Mr. Wind stated the project is almost completed.

4. MLK Park Update

Mr. Wind stated that the construction fencing is in and have started the excavation for the underground storm. Mr. Wind stated there were utility conflicts that were discovered near the connection to the existing storm on the southeast corner, nothing major but will have to move a gas line and lower a water line to make sure the elevations work for the storm drain.

b. City Manager's report and updates

1. Update on Director of Public Works position

Mr. Evans stated that the last four finalists to interview, hopeful will be able to hire someone by the end of the month.

Mr. Evans also stated that he is starting a new process and will be having weekly staff meeting and will be looking over the personnel policy manual.

Mr. Evans stated that he will have a few people to give a presentation on smart meters and someone to come in about fleet management.

Mr. Evans thanked everyone for their hard work and a safe holiday.

10. ADJOURN

Motion was made by William Brown to adjourn. Barney Stone seconded the motion. Motion passed unanimously. The meeting adjourned at 6:20 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary