

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  
Tamara Young Hector, Council Member  
Barney Stone, Council Member  
Thomas Belinoski, Council Member  
William Brown, Council Member  
Hector Forestier, City Manager  
Larry Foerster, City Attorney  
Marissa Quintanilla, City Secretary  
Rick Valdez, Director of Finance  
Pat Riley, Director of Public Works  
James Nowak, Police Chief  
Christina Dahse, Court Administrator  
Steven Hill, Director of Community Development

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 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 roll.  
Pledges were recited.  
Councilman Brown gave the invocation.
3. PUBLIC HEARING
  - a. JOINT PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION:  
Hear comments concerning the proposed reclassification of the property located at 310 East Powell from Single Family Residential District to General Commercial District.  
Steven Hill stated that on June 12, 2019, the Planning and Zoning Commission met and voted to have a joint public hearing on the rezoning of 310 East Powell from Single Family Residential to General Commercial. Mr. Forestier asked if there were any comments from the public. No one from the public came forward with comments. The public hearing closed at 5:33 p.m.
4. CITIZENS INQUIRY  
Commander Paul Brouse of the American Legion Post 618 gave the Council a post report on the July 4<sup>th</sup> Fireworks Celebration. Mr. Brouse stated there was a good crowd of about 600. Mr. Brouse stated that it was a wonderful display of fireworks and patriotic music, and thanked the Willis Police Department for an excellent job, and thanked the City of Willis for their participation and helping make it a great show.

Chief Nowak introduced intern Aditya Saugwan from Education for Tomorrow Alliance. Mayor welcomed Mr. Saugwan and asked how he was enjoying the program. Mr. Saugwan stated so far so good. Chief Nowak stated that Mr. Doe attends College Park High School, and wanted to see how local policing was done in the United States.

## 5. CONSENT AGENDA

- a. Consider the minutes of the previous meeting: June 18, 2019
- b. Approval of accounts payable
- c. Approval of financial statements and tax collection reports
- d. Approval of Willis Police Department Policy 7.44 Sex Offender Registration
- e. Approval of Willis Police Department Policy 8.4 Dealing with Persons with Mental Illness  
Mayor asked for any questions or comments on the consent agenda or if any items needed to be removed from the consent agenda and considered separately. No questions or comments were received. Mayor and Council approved the consent agenda by unanimous consent.

## 6. ORDINANCES

### First Reading

- a. An ordinance amending Title XV, Chapter 155, "Zoning," of the Willis City Code of Ordinances by reclassifying the property at 310 East Powell from Single Family Residential to General Commercial.  
Mr. Forestier stated that the public hearing at the beginning of the meeting was for this ordinance; no comments from the public were heard. Mr. Forestier stated this was the first reading and no action would be taken. Mayor read the caption.
- b. An ordinance amending Section 150.25 of Title XV "Land Usage" of the Willis City Code of Ordinances by adopting 2018 editions of the International Code Council Building Codes and National Electric Code.  
Steven Hill stated that currently we following the 2009 building codes, which were adopted in 2008. Mr. Hill stated that with the new legislation, we are required to be within three code cycles, and currently, the City is in the fourth cycle, and by adopting the 2018 building codes would allow the City nine years before the City would need to adopt new codes. Mayor read the caption.

### Second Reading

- a. An ordinance amending Title XV, Chapter 155, "Zoning," of the Willis City Code of Ordinances by reclassifying the property at 201 East Powell from General Industrial to General Commercial  
Mr. Hill stated that the developer had requested the rezone from General Industrial to General Commercial to better serve the use of the property. 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 THE PROPERTY AT 201 EAST POWELL STREET FROM "GI," GENERAL INDUSTRIAL DISTRICT ZONING CLASSIFICATION TO "GC," GENERAL COMMERCIAL DISTRICT ZONING CLASSIFICATION AS FOUND ON THE CITY'S OFFICIAL ZONING MAP; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PUBLICATION." Thomas Belinoski made a motion to approve an ordinance amending Title XV, Chapter 155, "Zoning," of the Willis City Code of Ordinances by reclassifying the property at 201 East Powell from General industrial to General Commercial. William Brown seconded the motion.

## 7. NEW BUSINESS

- a. Consider approval of the appointment of the City Municipal Court Judge  
Mr. Forestier stated that Judge Gary Scott has been the Municipal Court Judge for the last four years, and has done a good job, and recommends the Council approve the reappointment of Municipal Court Judge. Mayor asked for any questions none were received. Tamara Young-Hector made a motion to approve the appointment of Gary Scott as the City Municipal Court Judge. Tom Luster seconded the motion. Motion passed unanimously.
- b. Administer Oath of Office for City Municipal Court Judge  
City Attorney Larry Foerster administered the Oath of Office to Judge Gary Scott.
- c. Consider approval of Montgomery County Emergency Communication District Budget 2019-2020  
Chip Vansteenburgh briefed the Council on the 2019-2020 Montgomery County Emergency Communication Districts budget. Thomas Belinoski made a motion to approve the Montgomery County

Emergency Communication District Budget 2019-2020. Barney Stone seconded the motion. Mayor asked for any questions or discussion. There was no questions or discussion received. Motion passed unanimously.

- d. Consider nomination for appointment to the Montgomery County Emergency Communication District  
Mr. Forestier stated that the City received a letter from Chip Vansteenburgh nominating Paul Virgadamo as the representative for the Montgomery County Emergency Communication District Board and recommended approval. William Brown made a motion to approve Paul Virgadamo for nomination for the appointment to the Montgomery County Emergency Communication District. Thomas Belinoski seconded the motion. Motion passed unanimously.
- e. Consider approval on commissioning BrooksWatson & Co. to conduct the audit for the fiscal year ending September 30, 2019.  
Mr. Forestier stated this was an annual requirement. Mr. Forestier stated BrooksWaston & Co. have been doing the audit for the past four years or so and have done a good job, and recommended approval. William Brown made a motion to approve commissioning BrooksWatson & Co. to conduct the audit for the fiscal year ending September 30, 2019. Barney Stone seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.
- f. Discuss and consider approval of the Compensation and Classification study by Management Advisory Group.  
Rick Valdez stated that for the last few months staff has been working on the compensation study that was requested by the Council. Mr. Valdez stated that Dr. Long of Management Advisory Group International would be reviewing the study with the Council. Mr. Long discussed the study's goals and objectives, the methodology used for the study, the targeted agencies/employers used, the market survey results, the recommendations, implementation and transition plan for the survey. Mayor asked for any questions. Mayor asked if there was anything recommending on how to pay for the implementation before the budget year. Mr. Long stated there was not. Mayor stated he had requested that the incentive pays be considered inside the salary. Mr. Long stated that it was not, because some people eligible for the incentives and some are not. Mayor also stated that he has not received a report on previous employees who have left here for more money. Mayor also asked on the classification, in particular on the labor classification does not have anything for equipment operator, and as he looks at the labor/grounds position description it does not include using the backhoe, and there are employees who use this equipment labeled as laborers. Thomas Belinoski made a motion to table item 7f until more clarification on the job titles is produced. William Brown seconded the motion. Motion passed unanimously.
- g. Consider approval of a plat for Abundant Life Church property located in the F.K. Henderson Survey, Abstract No. 248.  
Steven Hill stated that the developer has submitted a request for a short-form plat of 10.469 acres for construction of a new church at 117 North Highway 75. Mr. Hill stated that plat meets the requirements of a short form plat and recommended approval. Thomas Belinoski made a motion to approve a plat for Abundant Life Church property located in the F. K. Henderson Survey, Abstract No 248. Tom Luster seconded the motion. Motion passed unanimously.
- h. Consider approval of a variance request on three off-street parking pads located at 13053 and 13041 Standing Oak and 9644 Oaken Timber in the Pin Oaks Subdivision.  
Mr. Forestier stated that since this item was placed on the agenda, the City has received a letter from the developer that they will adhere to the ordinance, so no action needs to be taken.
- i. Consider approval of a resolution to terminate the City of Willis Economic Development Corporation  
Mr. Forestier stated that during the May election the citizens voted in favor of abolishing the Willis Economic Development Corporation. Mr. Forestier stated that the resolution is a final document terminating the Willis Economic Development Board. Mayor asked how you abolish the EDC and was this part of the language on the ballot. Larry Foerster stated that the statute provides the mechanism for doing it under section 501.401 of the Local Government Code. Mr. Foerster stated that he reviewed it and the City is in compliance with the statue, which provides a provision regarding for the termination upon

an election. Mr. Foerster stated that it provided for the termination of the sales tax being paid to the EDC Board, which is language used in other cities that have also terminated their EDC Boards. A motion was made by Thomas Belinoski to approve a resolution to terminate the City of Willis Economic Development Corporation. Barney Stone seconded the motion. Motion passed unanimously.

j. Budget Workshop

Mr. Valdez stated that the budget presented was just a draft of what the City is looking to do this coming fiscal year. Mr. Valdez stated that he is estimating the revenue to be around 5.1 million, which is an increase of \$953,000 due to the EDC and the street revenues from the sale tax that will become part of the general fund. Mr. Valdez stated that on the utility fund he anticipates a decrease because of the way it is being projected this year. Mr. Valdez stated this current year it was at 3.2 million and anticipates 3.1 million for next fiscal year. Mr. Valdez stated that each department has decision packages, on the administration side, Mr. Valdez stated he had included the wage compensation study, which comes in at 4.48% increase, which translates, to \$102,439. Mr. Valdez stated that the current server is eight years old and outdated and needs to be upgraded the estimated cost of \$15,000, Document inventory, shredding, and scanning also needs to be done this fiscal year the estimated cost for that is \$5638. Mr. Valdez also stated that the water heater for the City Hall downstairs needs to be replaced with an estimated cost of about \$1500. Chief Nowak stated that the Police Department has not bought any new vehicles in the past two to three years and are asking for two Tahoe's and equipment to be funded from the red light camera funds. Mr. Valdez stated with these two vehicles the red light camera funds would probably be depleted. William Brown asked with the two new vehicles how many total vehicles would the department have, Chief stated 12. Tom Luster asked about the increase from the compensation wage study, and if all the department's personnel would have this increase. Mr. Valdez stated it was only for the ones that are being recommended in the study. Pat Riley stated that on the streets that have been looked at to repair this coming fiscal year were Cargill, Felder, Aspen Way, Maple Ridge Drive, and South Wood Street. Mr. Riley stated that some of the streets would need an overlay or a chip seal. Thomas Belinoski asked about West Powell Street. Mr. Riley stated that it was on the list for repairs, but not this fiscal year. Mayor asked how long base last. Mr. Riley stated that it should last about 10 – 15 years depends on how it was put down, what was used, etc. Mr. Riley stated that the City would be applying for CDBG Grant and the matching funds would be \$52,000. Mr. Riley stated that also in the decision package was one 10-inch meter vaults for the Moran Project. Mr. Valdez continued to go over the budget with the Council. Mr. Valdez stated that since the EDC and Street Maintenance tax was going to the general fund, we needed to transfer \$607,966 to the utility fund to pay for the debt service. Mayor stated that he did not plan for the street maintenance tax to go away, he figured the City would administer the quarter-cent, or dedicated whatever amount we want to dedicate to street maintenance out of the general fund. Mr. Valdez stated that in order for him to calculate what we need to set aside he had to count how much money is being paid to debt service and then put in the budget. Mayor asked about the 380 payment that the EDC was making. Mayor stated that the City should continue to match what the CDC is paying to pay that off as quickly as possible. Mr. Forestier stated that based on what the Mayor was talking about on the street tax; it may be a good idea to have Larry Foerster draw up an ordinance with a dedicated amount for street maintenance use. The Mayor stated he would prefer not to do that because future councils might have a different idea of what to use it for. Mr. Valdez asked for any questions on the draft agenda. No further questions were received.

8. 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.

Tom Luster stated he appreciated all the different departments, as we go forward, and as we are able to take care of all the different things, we are able to. Mr. Luster stated that he appreciates what staff does, and appreciates that we are going to start paving street. Mr. Luster stated that people do not see what we do as a City, but you pave a street and everybody will see it, and wanted to say thank you.

Tamara Young-Hector reported on several streetlights being out at night.

a. Engineer's report

1. Update on the Wastewater Treatment Plant construction

Derek Wind stated that WWTP is progressing and expects the project to stay on schedule.

2. Update on the utilities going north on Highway 75

Mr. Wind stated that the contract was approved at the last Council meeting, and contracts have been signed. Mr. Wind stated there was a pre-construction meeting last week to go over details of the contract as well as the construction schedule. Mr. Winds stated we have the notice to proceed date of July 29, 2019. Mr. Wind stated it was a 275-day contract, which put us having the project completed by April of next year.

b. City Manager's report and updates

1. HB 2439 – Masonry Changes

Steven Hill stated that at the previous meeting he was wrong on his comments regarding HB 2439. Mr. Hill stated that the bill was signed into law on June 14, 2019, and goes into effect September 1, 2019. Mr. Hill stated that this bill prohibits municipalities from requiring any building materials and construction methods, including aesthetic requirements that are stricter than the model code. Mr. Hill stated that as long as the materials, methods that they plan to use to construct any building meet the code, we cannot place any other restrictions on them. Mr. Hill stated that if we have HOA's or deed restrictions, those types of plans could restrict the aesthetics of building and homes. Larry Foerster stated that in addition if we were to enter into a development agreement we could probably tie in some of those amenities back into the development agreements.

2. TML Annual Conference – October 9-11

Mr. Forestier reminded the Council of the TML Annual Conference on October 9-11 and asked if interested in going to please let him or Marissa know.

3. Two Vacancies on the CDC Board

Mr. Forestier reminded Council of the two vacancies on the CDC Board.

9. EXECUTIVE SESSION

a. Convene into closed executive session under Section 551.071 (Consultation with Attorney) and Section 551.087 (Economic Development)of the Texas Government Code to:

- 1) Consult with City Attorney about possible litigation
- 2) Economic Development negotiations

b. Reconvene into open session and take action if necessary on matters deliberated upon in closed executive session.

No executive session was taken.

10. ADJOURN

Tom Luster made a motion to adjourn. Thomas Belinoski seconded the motion. Motion passed unanimously. The meeting adjourned at 7:11 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary