

NOTICE OF MEETING
FOR THE GOVERNING BODY OF THE
CITY OF WILLIS, TEXAS

Notice is hereby given that a regular meeting of the governing body of the above named City will be held on the 15th of January, 2013 at 6:30 p.m. in the City Hall at 200 N. Bell Street, Willis, Texas at which time the following subjects will be discussed, to-wit:

1. Call to order the regular meeting.
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.
3. CITIZENS INQUIRY
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meetings; December 18, 2012.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
5. NEW BUSINESS
 - a. Approval of the audit for fiscal year-end 9/30/2012.
 - b. Accept a management firm for the 2012 Texas Community Development Block Grant Program.
 - c. Accept an engineering firm for the 2012 Texas Community Development Block Grant Program.
 - d. Consider approval of change order #1 and #2 for the Texas Water Development Board loan Series 2012.
 - e. Approval of plat for Stripes located at the southeast corner of Danville and Montgomery Streets.
 - f. Approval of an election service agreement with Montgomery County for the May 11, 2013 General Election.
 - g. Approval of a joint election agreement with Montgomery County for the May 11, 2013 General Election.
 - h. Discuss over-65 tax exemption.
6. ORDINANCES
 - 1st Reading
 - a. Consider approval of an ordinance enacting and adopting a supplement to the Code of Ordinances for the City of Willis and declaring an emergency.
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. City Engineer's report
 1. Catahoula Wells
 2. Update on the expansion of FM 1097 West
 - b. City Manager's report
 1. Council's retreat update
 2. TCEQ public water system inspection
 3. Code Enforcement update

8. Adjourn.

Dated this 11th day of January, 2013.

Brenda Burns, City Secretary

I, the undersigned authority, do hereby certify that the above Notice of meeting of the governing body of the above named City Council 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, at 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 January 11, 2013 at 3:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 11th day of January, 2013.

Brenda Burns, City Secretary

The City Council for the City of Willis reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberation about Real Property); 551.073 (Deliberations about Gifts & Donations); 551.074 (Personnel Matters); 551.076 (Deliberation about Security Devices; and 551.086 (Economic Development).

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, Texas
January 15, 2013
6:30 p.m.

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
Anna Ross, Council Member
John Lovelady, Council Member
Tamara Young-Hector, Council Member
Thomas Belinoski, Council Member
Bill Van Alstyne, Council Member
Hector Forestier, City Manager
James Nowak, Police Chief
Larry Foerster, City Attorney
John Mangiameli, Community Development Director
Arthur Faiello, Public Works Director
Brenda Burns, City Secretary

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 6:30 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 Reed called roll. All members were present.
Pledges were recited.
John Lovelady said the invocation.
3. CITIZENS INQUIRY
Mayor recognized the Boy Scouts. LaDonna Wolf, Webelos Den Leader stated the scouts were present working on their citizenship certificate. Ms. Wolf introduced Raymond Wolf as Assistant Den Leader, Amy Spurgeon, parent. Scouts Ted, Patrick, Garrett and Blake introduced themselves. Mayor welcomed the scouts and thanked them for coming.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meetings; December 18, 2012.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
Mayor Reed called for any questions or comments on the consent agenda. None were received.
Mayor and Council approved items 4a – 4c by unanimous consent.
5. NEW BUSINESS
 - a. Approval of the audit for fiscal year-end 9/30/2012.
Bob VanWassehnova reviewed the highlights for the audit and mentioned the Utility Fund had a reserve of 3-4 months and the General Fund of 1.5 months. Generally auditors like to see 3-4 months of reserve for emergencies, but overall the audit was good. Mr. VanWassehnova asked

for any questions or comments. None were received. Motion was made by Tamara Young-Hector to approve the 9/30/12 audit. Anna Ross seconded the motion. Motion passed unanimously.

- b. Accept a management firm for the 2012 Texas Community Development Block Grant Program. Hector Forestier stated the grant would be used for improvements to the Well #1 site. There was only one proposal submitted by Public Management, Inc. and recommending accepting the firm. Motion was made by Thomas Belinoski to accept Public Management as the management firm for the 2012 Texas Community Development Block Grant Program. Bill Van Alstyne seconded the motion. Motion carried unanimously.
- c. Accept an engineering firm for the 2012 Texas Community Development Block Grant Program. Hector Forestier stated this was the same project. There were only two proposals submitted; Bleyl & Associates and B & S Engineering. Staff was recommending Bleyl & Associates. Motion was made by Bill Van Alstyne to accept Bleyl & Associates under the advisement of City Manager as the engineering firm for the 2012 Texas Community Development Block Grant Program. John Lovelady seconded the motion. Motion carried unanimously.
- d. Consider approval of change order #1 and #2 for the Texas Water Development Board loan Series 2012.
Mike Mathena, Bleyl & Associates stated the loan was approved for the full amount with the inclusion of the City of Conroe participating in the project and without Conroe's participation the project will be scaled back. The changes will result in a \$282,900 reduction in the contract. Bill Van Alstyne asked if the changes are made how difficult it would be to get back the production if needed. Mr. Mathena stated this would not reduce the size of the casing, it would only reduce the size of the pumps, therefore it would not be difficult. Motion was made by Thomas Belinoski to approve change order 1 and 2 for the project. Tamara Young-Hector seconded the motion. Motion carried unanimously.
- e. Approval of plat for Stripes located at the southeast corner of Danville and Montgomery Streets. John Mangiameli stated the developer will be demolishing all the existing buildings and will develop the entire lot. Larry Foerster asked is there any problems with abandoning the alleyway. Mr. Mangiameli stated there would not be the area would be used for parking. Larry Foerster recommended approve with abandoning alleyway and retaining a 16' utility easement. John Lovelady made a motion to approve the plat and abandon the alleyway retaining a 16' utility easement. Tamara Young-Hector seconded the motion. Motion carried unanimously.
- f. Approval of an election service agreement with Montgomery County for the May 11, 2013 General Election.
Hector Forestier stated this was the standard service agreement submitted each election year. Motion was made by Thomas Belinoski to approve the election service agreement with Montgomery County for the May 11th election. Tamara Young-Hector seconded the motion. Motion carried unanimously.
- g. Approval of a joint election agreement with Montgomery County for the May 11, 2013 General Election.
Hector Forestier stated this also was the standard joint election agreement submitted each election. Motion was made by Thomas Belinoski to approve the joint election agreement with Montgomery County for the May 11th election. Tamara Young-Hector seconded the motion. Motion carried unanimously.
- h. Discuss over-65 tax exemption.

Hector Forestier stated at previous discussions Council wanted to check to see what Montgomery County granted and the County gives a 35,000 exemption. The city would lose approximately \$5,500 per year for every 5,000 exemption granted. Mayor felt the city will have some major expenses coming up and felt the current 5,000 exemption was fair. Mayor and Council generally discussed and concluded to stay with the current exemption at this time.

6. ORDINANCES

1st Reading

- a. Consider approval of an ordinance enacting and adopting a supplement to the Code of Ordinances for the City of Willis and declaring an emergency.

Hector Forestier stated this action is done once a year to update the code of ordinances with all actions completed during the year. Mayor read the caption to the ordinance and stated the 2nd and final reading would be at the next meeting.

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.

Anna Ross had some concerns with bus safety. Chief Nowak stated he would get with her after the meeting.

- a. City Engineer's report

1. Catahoula Wells

Mike Mathena, Bleyl & Associates stated the pilot hole for the Pin Oak water well was at 3,100' and that is where the screens and pumps will be set. The Police Station well was at 3,400' and are currently waiting on logs for material setting recommendations.

2. Update on the expansion of FM 1097 West

The State will widened FM 1097 West from Highway 75 to Interstate 45 and the City will have to move the utilities. At that time the City will upsize the lines and put in all new lines. Mr. Forestier stated there will be a better presentation at the next meeting. TxDOT will let the project in March, 2014.

- b. City Manager's report

1. Council's retreat update

Retreat will be Saturday at 8:30 at the Montgomery County Community Center.

2. TCEQ public water system inspection

Arthur Faiello stated the inspection will be at the end of month, which is a routine inspection. At the time Mr. Faiello stated he would be asking for recognition of the City for having a Superior Drinking Water System.

3. Code Enforcement update

John Mangiameli analyzed the stats for the past year; 343 permits issued, 78,000 in revenue, 467 animals captured, and 12 houses abated. Future construction include Holiday World, Valero, four single-family residential, and an auto dealership.

Mr. Forestier stated VITA tax assistance program would be held at City Hall all Saturdays in February for the residences.

8. Adjourn.

Anna Ross made a motion to adjourn the meeting. John Lovelady seconded the motion. Motion carried unanimously. The meeting adjourned at 7:16 p.m.

Leonard Reed, Mayor

Brenda Burns, City Secretary